



VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER

Tommy Sanchez, District Director



911 Board Meeting | Minutes Thursday, January 15, 2026, 10:00 am Hybrid Meeting

I. Call Meeting to Order

Chair Owen called the meeting to order at 10:00 am.

II. Pledge of Allegiance

Chair Owen noted that the Training Room is now equipped with an American flag. Mr. Neil Hise led the Board in the Pledge of Allegiance.

III. Roll Call 911 Board Members

The meeting was presented as an in-person meeting. All members present were communicated with in-person during the meeting.

Chief Andrew Owen, Board Chair – Present

Chief Andrew Tabet, Board Vice-Chair – Present

Jhonathan Aragon, Board Member – Not Present

Joseph Chavez, Board Member – Not Present

Lawrence Gordon, Board Member – Present

Neil Hise, Board Member – Present

Interim Chief Adam Keck, Board Member – Present, Arrived at 10:02 am

Chief Frank Lucero, Board Member – Present

Gregory Martin, Board Member – Present

Erica Martinez, Board Member – Present

Roseann Peralta, Board Member – Present

Steve Robbins, Board Member for Kory Taylor – Present

Sheriff Denise Vigil, Board Member – Present

A quorum was established.

Chair Owen welcomed new Board members and staff, including Steve Robbins (Town of Peralta) and Erica Martinez (Village of Bosque Farms Clerk), noting their addition to the Board following recent Joint Powers Agreement amendments.

IV. Approval of Agenda – January 15, 2026 (Action Item)

a. Discussion

Chair Owen asked for comments. There were no comments.

b. Motion

Mr. Aragon motioned to adopt the agenda.

c. Second



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Mr. Hise seconded the motion.

d. Vote

Motion passed on a vote of 12 for and 0 against.

Chief Andrew Owen, Board Chair – Yes	Chief Frank Lucero, Board Member – Yes
Chief Andrew Tabet, Board Vice-Chair – Yes	Gregory Martin, Board Member – Yes
Jhonathan Aragon, Board Member – Yes	Erica Martinez, Board Member – Yes
Joseph Chavez, Board Member – Not Present	Roseann Peralta, Board Member – Yes
Lawrence Gordon, Board Member – Yes	Steve Robbins, Board Member – Yes
Neil Hise, Board Member – Yes	Sheriff Denise Vigil, Board Member – Yes
Interim Chief Adam Keck, Board Member – Yes	

V. Approval of Minutes – October 23, 2025 (Action Item)

a. Discussion

Chair Owen asked for corrections or additions to the October 23, 2025 minutes. There were none.

b. Motion

Sheriff Vigil moved to approve the minutes.

c. Second

Chief Lucero seconded the motion.

d. Vote

Motion passed on a vote of 12 for and 0 against.

Chief Andrew Owen, Board Chair – Yes	Chief Frank Lucero, Board Member – Yes
Chief Andrew Tabet, Board Vice-Chair – Yes	Gregory Martin, Board Member – Yes
Jhonathan Aragon, Board Member – Yes	Erica Martinez, Board Member – Yes
Joseph Chavez, Board Member – Not Present	Roseann Peralta, Board Member – Yes
Lawrence Gordon, Board Member – Yes	Steve Robbins, Board Member – Yes
Neil Hise, Board Member – Yes	Sheriff Denise Vigil, Board Member – Yes
Interim Chief Adam Keck, Board Member – Yes	

VI. Public Input



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Chair Owen reviewed the public comment guidelines.

Chief Matthew Propp addressed the Board regarding opioid remediation funding and a proposed Mobile Crisis Team (MCT) model to support mental health responses in Valencia County. Chief Propp explained that the model would utilize trained clinicians operating independently but in coordination with dispatch and first responders, with the goal of connecting individuals in crisis to appropriate services rather than default hospital transport.

Board members discussed potential staffing models, deployment strategies, and collaboration with existing service providers. Chief Propp advised that a proposal from the City of Albuquerque is anticipated by the end of January, with further discussion planned for February.

No additional public comments were received, and public input was closed.

VII. New Business

a. Election of Officers for 2026 (Action Item)

i. Nomination and Vote for Chair (2025 Chair Andrew Owen)

1. Motion

Chief Owen nominated Chief Andrew Tabet for Chair.

2. Second

seconded the motion.

3. Vote

Motion passed on a vote of 12 for and 0 against.

Chief Andrew Owen, Board Chair – Yes

Chief Frank Lucero, Board Member – Yes

Chief Andrew Tabet, Board Vice-Chair – Yes

Gregory Martin, Board Member – Yes

Jhonathan Aragon, Board Member – Yes

Erica Martinez, Board Member – Yes

Joseph Chavez, Board Member – Not Present

Roseann Peralta, Board Member – Yes

Lawrence Gordon, Board Member – Yes

Steve Robbins, Board Member – Yes

Neil Hise, Board Member – Yes

Sheriff Denise Vigil, Board Member – Yes

Interim Chief Adam Keck, Board Member – Yes

ii. Nomination and Vote for Vice Chair (2025 Vice Chair Andrew Tabet)

1. Motion



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Chief Tabet nominated Chief Frank Lucero for Vice Chair.

2. Second

Mr. Aragon seconded the motion.

3. Vote

Motion passed on a vote of 12 for and 0 against.

Chief Andrew Owen, Board Chair – Yes Chief Frank Lucero, Board Member – Yes

Chief Andrew Tabet, Board Vice-Chair – Yes Gregory Martin, Board Member – Yes

Jhonathan Aragon, Board Member – Yes Erica Martinez, Board Member – Yes

Joseph Chavez, Board Member – Not Present Roseann Peralta, Board Member – Yes

Lawrence Gordon, Board Member – Yes Steve Robbins, Board Member – Yes

Neil Hise, Board Member – Yes Sheriff Denise Vigil, Board Member – Yes

Interim Chief Adam Keck, Board Member – Yes

a. Resolution 2026-01 Open Meetings Act – Tommy Sanchez, District Director (Discussion with Possible Action)

i. Discussion

Chair Owen noted this is an annual requirement. No discussion ensued.

ii. Motion

Chief Tabet moved to approve Resolution 2026-01.

iii. Second

Mr. Hise seconded the motion.

iv. Vote

Motion passed on a vote of 12 for and 0 against.

Chief Andrew Owen, Board Chair – Yes Chief Frank Lucero, Board Member – Yes

Chief Andrew Tabet, Board Vice-Chair – Yes Gregory Martin, Board Member – Yes

Jhonathan Aragon, Board Member – Yes Erica Martinez, Board Member – Yes

Joseph Chavez, Board Member – Not Present Roseann Peralta, Board Member – Yes

Lawrence Gordon, Board Member – Yes Steve Robbins, Board Member – Yes

Neil Hise, Board Member – Yes Sheriff Denise Vigil, Board Member – Yes



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Interim Chief Adam Keck, Board Member –
Yes

b. Approval of GIS Oversight Committee Members – Tommy Sanchez, District Director (Discussion with Possible Action)

i. Discussion

Director Sanchez presented the proposed GIS Oversight Committee membership.

ii. Motion

Chief Tabet moved to approve the committee.

iii. Second

Chief Keck seconded the motion.

iv. Vote

Motion passed on a vote of 12 for and 0 against.

Chief Andrew Owen, Board Chair – Yes

Chief Frank Lucero, Board Member – Yes

Chief Andrew Tabet, Board Vice-Chair –
Yes

Gregory Martin, Board Member – Yes

Jhonathan Aragon, Board Member – Yes

Erica Martinez, Board Member – Yes

Joseph Chavez, Board Member – Not
Present

Roseann Peralta, Board Member – Yes

Lawrence Gordon, Board Member – Yes

Steve Robbins, Board Member – Yes

Neil Hise, Board Member – Yes

Sheriff Denise Vigil, Board Member – Yes

Interim Chief Adam Keck, Board Member –
Yes

c. Resolution 2026-02 Amend Personnel Policy (Annual Leave) – Valene Mitchell, Human Resources Manager (Discussion with Possible Action)

i. Discussion

Ms. Valene Mitchell, Human Resources Manager, explained the amendment establishes a 90-day waiting period before new hires accrue annual leave, emphasizing training continuity and attendance during the initial employment period.

Board members confirmed legal compliance.

ii. Motion

Sheriff Vigil moved to approve the resolution.

iii. Second



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Ms. Peralta seconded the motion.

iv. Vote

Motion passed on a vote of 12 for and 0 against.

Chief Andrew Owen, Board Chair – Yes	Chief Frank Lucero, Board Member – Yes
Chief Andrew Tabet, Board Vice-Chair – Yes	Gregory Martin, Board Member – Yes
Jhonathan Aragon, Board Member – Yes	Erica Martinez, Board Member – Yes
Joseph Chavez, Board Member – Not Present	Roseann Peralta, Board Member – Yes
Lawrence Gordon, Board Member – Yes	Steve Robbins, Board Member – Yes
Neil Hise, Board Member – Yes	Sheriff Denise Vigil, Board Member – Yes
Interim Chief Adam Keck, Board Member – Yes	

d. Resolution 2026-03 Amend Operating Policy (Children in the Workplace) – Tommy Sanchez, District Director (Discussion with Possible Action)

i. Discussion

Director Sanchez presented the amendment, explaining it codifies an existing directive addressing safety, liability, and operational continuity while allowing limited exceptions during critical incidents.

Board members discussed designated areas, supervision requirements, and risk mitigation. A clerical correction to the resolution date was noted.

ii. Motion

Chief Keck moved to approve the resolution with the noted correction.

iii. Second

Mr. Aragon seconded the motion.

iv. Vote

Motion passed on a vote of 12 for and 0 against.

Chief Andrew Owen, Board Chair – Yes	Chief Frank Lucero, Board Member – Yes
Chief Andrew Tabet, Board Vice-Chair – Yes	Gregory Martin, Board Member – Yes
Jhonathan Aragon, Board Member – Yes	Erica Martinez, Board Member – Yes



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Joseph Chavez, Board Member – Not Present

Lawrence Gordon, Board Member – Yes

Neil Hise, Board Member – Yes

Interim Chief Adam Keck, Board Member – Yes

Roseann Peralta, Board Member – Yes

Steve Robbins, Board Member – Yes

Sheriff Denise Vigil, Board Member – Yes

VIII. Old Business

a. Resolution 2026-04 Adopt 911 Board Bylaws – Andrew Owen, Board Member (Discussion with Possible Action)

i. Discussion

Chair Owen led a detailed discussion of proposed bylaws, including Board composition, voting authority, officer terms, quorum requirements, and the Member-at-Large position.

Amendments discussed and accepted included adding the Town of Peralta as a Board member, establishing a two-year term for the Member-at-Large, and clarifying quorum requirements for officer term extensions and bylaw amendments.

ii. Motion

Mr. Martin moved to approve to approve Resolution 2026-04 as amended.

iii. Second

Chief Tabet seconded the motion.

iv. Vote

Motion passed on a vote of 12 for and 0 against.

Chief Andrew Owen, Board Chair – Yes

Chief Andrew Tabet, Board Vice-Chair – Yes

Jhonathan Aragon, Board Member – Yes

Joseph Chavez, Board Member – Not Present

Lawrence Gordon, Board Member – Yes

Neil Hise, Board Member – Yes

Interim Chief Adam Keck, Board Member – Yes

Chief Frank Lucero, Board Member – Yes

Gregory Martin, Board Member – Yes

Erica Martinez, Board Member – Yes

Roseann Peralta, Board Member – Yes

Steve Robbins, Board Member – Yes

Sheriff Denise Vigil, Board Member – Yes



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IX. Division Reports

- a. Finance Division – Sylvia Serna, Finance Manager
Ms. Serna provided finance highlights, including completion of the FY25 audit, upcoming mid-year budget adjustments, facility maintenance impacts, Priority Dispatch expenditures, fiscal agent transition planning, and the FY27 budget development timeline.
- b. Calls for Service Report – Matilda Haman, GIS Specialist
Ms. Haman presented the calls for service report, highlighting a 1.5% increase in incidents from 2024, with 36,844 911 calls and 119,067 non-emergency calls, totaling 155,951 calls processed.
- c. Technical Operations Division – Aaron Chavez, Technical Operations Manager
- d. Mr. Chavez provided updates on the Motorola CAD and RMS hardware upgrade, mentioning a cost of \$1.2 million and the need for capital funding. The Priority Dispatch project has a kickoff meeting scheduled, with a goal to go live by early May. The board discussed the importance of securing funding for these projects and the need for collaboration with the fiscal agent.
- e. Director's Report – Tommy Sanchez, District Director
Director Sanchez reports on the center's performance, highlighting a 99% success rate in answering calls within 10 seconds and meeting the NMAC criteria for call answering times. The center is officially accredited, and Director Sanchez requested board members to attend the Association of Counties luncheon to recognize this achievement. The board commended Director Sanchez and the staff for their hard work and achievements.

X. Adjournment

Chair Owen adjourned the meeting at approximately 11:12 a.m.

VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER

Resolution No. 2026-01

The Valencia Regional Emergency Communications Center 911 Board is informed that:

WHEREAS, the Valencia Regional Emergency Communications Center (VRECC) is the public safety answering point and emergency dispatch center for the City of Belen, the City of Rio Communities, Valencia County, the Village of Bosque Farms, the Town of Peralta, and the Village of Los Lunas, and;

WHEREAS, the 2026-01 Open Meetings Resolution will replace Open Meetings Resolution 2025-01, and;

WHEREAS, Section 10-15-1 (8) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action with the authority of or the delegated authority of such body, are declared to be public meetings always open to the public, and;

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation for formal action occurs shall be held only after reasonable notice to the public, and;

WHEREAS, Section 10-15-1 (D) of the Open Meetings Act requires the 911 Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED that:

- 1) All meetings shall be held at VRECC, located at 123 Don Pasqual, Los Lunas, New Mexico, as indicated in the meeting notice.
- 2) Unless otherwise specified, regular meetings shall be held no less than quarterly, or at the call of the Chairperson upon proper notice. The agenda will be available at least seventy-two (72) hours prior to the scheduled meeting, posted in the lobby of VRECC, located at 123 Don Pasqual, Los Lunas, New Mexico, emailed to the clerks of the City of Belen, Village of Bosque Farms, Village of Los Lunas, City of Rio Communities, Town of Peralta, and Valencia County to be communicated with their citizens, and posted on the VRECC website (www.vrecc-nm.gov).
- 3) Special meetings may be called by the 911 Board Chairman or a majority of the board members upon (72) hour notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda.
- 4) Emergency meetings will be called only under the unforeseen circumstances that demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The 911 Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the 911 Board Chairman or a majority of the board members upon twenty-four (24) hours' notice unless threat of personal injury or property damage requires

less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

- 5) For the purposes of regular meetings described in paragraph two (2) of this resolution, and designated on the attached calendar, if the notice requirement is met, on the notice the date, time, place and the manner in which a copy of the agenda may be obtained is posted on the bulletin board in the VRECC Lobby at 123 Don Pasqual, Los Lunas, New Mexico, emailed to the clerks of the City of Belen, Village of Bosque Farms, Village of Los Lunas, City of Rio Communities, and Valencia County to be communicated with their citizens, and at the website address www.vrecc-nm.gov. Copies of the written notice shall be emailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings
- 6) For the purposes of special meetings and emergency meetings described in paragraph (3) and (4) of this resolution, notice requirements are met if the notice of the date, time, place, and agenda is posted in the lobby of VRECC, located at 123 Don Pasqual, Los Lunas, New Mexico, emailed to the clerks of the City of Belen, Village of Bosque Farms, Village of Los Lunas, City of Rio Communities, and Valencia County to be communicated with their citizens, and posted on the VRECC website (www.vrecc-nm.gov). Copies of the notice shall also be emailed to those newspapers of general circulation that have made a written request for notice of public meetings.
- 7) In addition to the information specified above, all notices shall include the following language: *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 the VRECC Director at 505-366-4966 at least one week prior to the meeting or as soon as possible.*
- 8) When it is necessary, due to circumstances such as a declared Public Health Order limiting public gatherings, or otherwise difficult or impossible for the 911 Board Members to attend a meeting in person, the 911 Board may participate in the meeting by means of conference telephone, virtual meeting or video conferencing software, or other similar communications equipment, provided that each member participating can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the government body who speaks during the meeting.
- 9) The 911 Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-I (H) of the Open Meetings Act.
 - a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the 911 Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - b) If a decision to hold a closed meeting is made when the 911 Board are not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of the law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

- c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- d) Except as provided in Section 10-15-I (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the 911 Board in an open public meeting.

Adopted this 15th day of January, 2026.

APPROVED:

Andrew M. Owen

Andrew M. Owen (Jan 20, 2026 09:47:11 MST)

Andrew Owen, 911 Board Chair

ATTEST:

Tommy Sanchez

Tommy Sanchez (Jan 20, 2026 11:37:54 MST)

Tommy Sanchez, District Director

VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER

Resolution No. 2026-02

A Resolution to Amend Annual Leave Accruals in the VRECC Personnel Policy Manual

The Valencia Regional Emergency Communications Center 911 Board is informed that:

WHEREAS, the Valencia Regional Emergency Communications Center (VRECC) is the public safety answering point and emergency dispatch center for the City of Belen, the City of Rio Communities, the Town of Peralta, Valencia County, the Village of Bosque Farms, and the Village of Los Lunas, and;

WHEREAS, the 911 Board passed the VRECC Personnel Policy Manual and Code of Conduct on July 21, 2022, and;

WHEREAS, the 911 Board recognizes that the employees of VRECC represent the law enforcement, fire, and medical agencies of Valencia County, and;

WHEREAS, the onboarding and initial training period for newly hired employees requires consistent staffing, focused learning, and close supervisory support to ensure operational readiness and successful employee integration; and

WHEREAS, the 911 Board has determined that revising annual leave accrual eligibility and start dates will support effective onboarding and training by promoting attendance, continuity, and stability during an employee's initial period of employment, while maintaining equitable leave practices;

NOW, THEREFORE, BE IT RESOLVED that the VRECC Personnel Policy Manual Chapter 10, "Leave and Holidays," Section 4., "Annual Leave with Pay," the following language be amended:

"10.4.A. Full-time Employees

Full-time employees are not eligible to accrue annual leave during their first ninety (90) calendar days of employment. Annual leave shall begin accruing on the first day of the month following completion of the ninety (90)-day waiting period and will accrue on a monthly basis in accordance with the accrual schedule identified in the table below.

10.4.B. Part-time Employees

Part-time classified employees who are regularly scheduled to work a minimum of twenty (20) hours per work week are not eligible to accrue annual leave during their first ninety (90) calendar days of employment. Annual leave shall begin accruing on the first day of the month following completion of the ninety (90)-day waiting period and will accrue on a monthly basis in accordance with the accrual schedule identified in the table below.

Part-time classified employees working fewer than twenty (20) hours per work week, as well as unclassified, temporary, and casual employees, are not eligible to accrue annual leave."

Passed, Approved, and Adopted this 15th day of January 2026.

APPROVED:

Andrew M. Owen
Andrew M. Owen (Jan 20, 2026 09:46:41 MST)

Andrew Owen, 911 Board Chair

ATTEST:


Tommy Sanchez (Jan 20, 2026 11:38:25 MST)

Tommy Sanchez, District Director

VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER

Resolution No. 2026-03

A RESOLUTION ADOPTING CHAPTER 8, “CHILDREN IN THE WORKPLACE,” OF THE VRECC OPERATING POLICY MANUAL

WHEREAS, the Valencia Regional Emergency Communications Center (VRECC) 911 Board is authorized under the Joint Powers Agreement and applicable New Mexico law to adopt policies governing the operation, safety, and administration of the Center; and

WHEREAS, VRECC operates as a 24/7 public safety communications center and must balance operational continuity, employee needs, workplace safety, confidentiality, and security requirements; and

WHEREAS, the VRECC Human Resources Division and District Director have developed a comprehensive written directive titled “Children in the Workplace”, effective November 5, 2025, to provide limited, temporary flexibility for employees in emergency or catastrophic staffing circumstances while ensuring compliance with applicable laws and public safety standards; and

WHEREAS, the directive establishes clear purpose, scope, definitions, authorization requirements, duration and frequency limits, supervision expectations, safety and liability provisions, confidentiality and CJIS/NCIC compliance requirements, and review processes; and

WHEREAS, the 911 Board finds that formal adoption of this directive into the VRECC Operating Policy Manual promotes clarity, consistency, accountability, and transparency in policy administration;

NOW, THEREFORE, BE IT RESOLVED BY THE 911 BOARD, that the 911 Board hereby adopts the policy titled “Children in the Workplace” as Chapter 8 of the VRECC Operating Policy Manual. The full text of the “Children in the Workplace” directive, including all exhibits, authorization forms, and indemnification language, is incorporated by reference into the Operating Policy Manual as if fully set forth therein.

THEREFORE, BE IT FURTHER RESOLVED, that the District Director, or designee, and the Human Resources Division are authorized and directed to administer, interpret, and enforce Chapter 8 in a manner consistent with:

Applicable New Mexico law, including the New Mexico Tort Claims Act and occupational safety statutes;

Confidentiality, public records, and security requirements;

CJIS/NCIC policies and related state and federal regulations.

THEREFORE, BE IT FURTHER RESOLVED, that the adoption of Chapter 8 does not create an entitlement, past practice, or contractual right, and does not establish a childcare program or service. All approvals remain discretionary and subject to operational, safety, and security considerations.

THEREFORE, BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption.

Passed and Adopted this 15th day of January, 2026.

APPROVED:

ATTEST:

Andrew M. Owen
Andrew M. Owen (Jan 20, 2026 09:46:07 MST)

Andrew Owen, 911 Board Chair


Tommy Sanchez (Jan 20, 2026 11:38:42 MST)

Tommy Sanchez, District Director



Chapter 8. Children in the Workplace

8.01 Purpose

The purpose of this policy is to provide limited flexibility for VRECC employees who may, on occasion, need to bring their child or children to the workplace while on duty. This accommodation is intended to support staffing continuity while recognizing the challenges of obtaining childcare during a 24/7 operation. It is not a substitute for regular childcare arrangements. This policy is intended to comply with applicable New Mexico laws and regulations and shall be administered consistent with the New Mexico Tort Claims Act, the New Mexico Occupational Health and Safety Act (NMSA Sections 50-9-1 through 50-9-25) and implementing regulations, confidentiality and records laws applicable to public safety communications, and any Criminal Justice Information Services (CJIS)/NCIC security requirements that apply to the Center.

8.02 Scope

This policy applies to all employees of VRECC who are on duty and have received prior authorization from a supervisor to have their child or children present in the workplace. This policy does not apply to off-duty employees or visitors. Nothing in this policy creates an entitlement, alters the terms and conditions of employment, or constitutes a past practice. This policy does not create, and shall not be interpreted as creating, a childcare facility, program, or service within the meaning of any law or regulation, including those administered by the New Mexico Children, Youth and Families Department.

8.03 Definitions

- **Child/Children:** A dependent of the employee, generally under the age of twelve (12), who is old enough to care for themselves with limited supervision. For clarity, no child covered by this policy is an employee or agent of VRECC.
- **Emergency Use:** Situations where sudden or unforeseen circumstances temporarily prevent the employee from securing childcare prior to their scheduled shift.
- **Catastrophic Need:** A situation in which the Director determines that an extraordinary or critical incident has created an immediate and significant staffing shortage, and authorizing employees to bring children into the workplace is necessary to sustain operations.
- **Restricted Areas:** Any location where access is limited to authorized personnel due to safety, security, or confidentiality concerns, including but not limited to the operations floor, areas where 911 call audio or Computer Aided Dispatch (CAD) data are accessible, locations housing CJIS/NCIC information or terminals, evidence or records rooms, and any area designated as restricted by policy or signage.

8.04 Policy

(a) Authorization and Notification

Employees must obtain written authorization from the Human Resources Manager and on-duty supervisor prior to bringing their child/children into the workplace. A



'Children in the Workplace Authorization Form' and accompanying indemnification/waiver must be completed and placed in the employee's personnel file prior to use. Employees must provide as much notice as possible, at minimum 48 hours in advance, unless the situation qualifies as an emergency. Emergency use of this policy requires staff to contact the Director by phone as soon as possible to secure authorization. In cases of catastrophic need for staffing due to a critical incident, the Director may authorize the presence of children at the center without the standard advance authorization requirement. This authorization will be temporary and limited to the duration of the critical need. Any such authorization always remains subject to safety, security, and confidentiality requirements, and may be revoked immediately if those requirements cannot be satisfied.

(b) Eligibility

Only children of VRECC employees may be present under this policy. The policy applies only when the parent is actively on duty. Children must be old enough to care for themselves with limited supervision and able to remain occupied without requiring the employee's constant attention. Children must be under twelve (12) years old unless an exemption is approved by the Director. Sick, injured, or contagious children are not permitted under any circumstances. The presence of children is a temporary, last-resort measure and may not be used to circumvent regular childcare arrangements. Reasonable accommodation requests under disability laws, if any, will be processed under applicable policies and not through this policy.

(c) Duration and Frequency

The policy may only be used for a maximum of four (4) hours per shift, not necessarily consecutive. The policy may not be used more than twice in a single workweek without prior written authorization from the Director or designee. Only one employee may utilize this policy at a time to minimize disruption and maintain workplace safety. During a Director-authorized catastrophic need, the Director or designee may temporarily suspend duration or frequency limits as needed to maintain operations. Notwithstanding the foregoing, no authorization may allow a child's presence if it violates safety, confidentiality, or security controls, including CJIS/NCIC access restrictions.

(d) Supervision and Conduct

The employee is responsible for the supervision, safety, and well-being of their child/children at all times. The child's presence must not interfere with the employee's ability to perform essential duties or disrupt operations. Children are strictly prohibited from Restricted Areas and from viewing, hearing, or otherwise accessing any confidential, sensitive, or protected information, including but not limited to 911 call audio, CAD screens or printouts, personally identifiable information, health or medical information, criminal justice information, or any other protected records. The employee must ensure the area is kept orderly and free of hazards, and all personal items, toys, food, and beverages must be removed when the child leaves the workplace. The employee must comply with all site-specific safety procedures, including emergency evacuation, shelter-in-place, and



accountability protocols, and must ensure the child's timely compliance with the same.

(e) Temporary Absence from Workstation

With supervisor approval, an employee may briefly leave their work area to attend to their child, following standard relief procedures. Employees may be permitted to briefly leave the facility (no more than 20 minutes) to transfer a child to or from another caregiver, provided staffing levels permit and at least two other qualified personnel remain on duty. Any temporary absence must not compromise minimum staffing, response times, or critical operations; supervisors retain discretion to deny or terminate such absences.

(f) Limitations

This policy is not intended for ongoing childcare arrangements or regular use. VRECC reserves the right to suspend or discontinue use of this policy at any time, with or without notice, if it interferes with operations or workplace safety. Management retains sole discretion to deny or revoke approval based on the child's ability to safely remain at the workplace with limited supervision. Director authorization under catastrophic need does not establish precedent or guarantee future use and will expire once the critical staffing need has been resolved. This policy is subordinate to and must be applied consistently with all applicable security, confidentiality, workplace safety, and public records requirements. Nothing in this policy authorizes any action that would violate those requirements.

8.05 Safety and Liability

To the fullest extent permitted by law, including the New Mexico Tort Claims Act, employees must execute an acknowledgment and assumption of risk, indemnification, and hold harmless agreement related to the child's presence. Nothing in this policy or any agreement waives, limits, or modifies any rights, defenses, immunities, or limitations of liability afforded to VRECC, Valencia County, or their officials, officers, employees, or agents under the New Mexico Tort Claims Act or other applicable law. This policy does not expand insurance coverage or workers' compensation benefits to any child present under this policy.



(a) Confidentiality, Security, and Public Records

Employees must ensure that children do not access, observe, or overhear confidential or protected information. The presence of children must comply at all times with applicable confidentiality, security, and records requirements, including but not limited to: (a) restrictions on disclosure of 911 records and call content; (b) CJIS/NCIC security policies and any New Mexico Department of Public Safety requirements; (c) VRECC internal confidentiality policies; and (d) the Inspection of Public Records Act, recognizing that authorization forms and related administrative records may constitute public records subject to disclosure except as otherwise exempt by law.

(b) Health and Safety Compliance

The supervisor shall confirm that the approved area is reasonably free from recognized hazards and that the child's presence does not contravene applicable New Mexico Occupational Health and Safety requirements or facility safety plans. The employee must immediately remove the child if conditions become unsafe or if directed by a supervisor or management.

8.06 Responsibilities

- Employee: Responsible for compliance with this policy, direct supervision of their child, and maintaining operational performance. The employee must ensure compliance with confidentiality, security, and safety rules at all times and immediately report any incident, near-miss, or accidental exposure of the child to restricted information.
- Supervisor: Responsible for approving, monitoring, and documenting any use of this policy and ensuring operational integrity is maintained. Supervisors shall enforce Restricted Area controls, verify that approved areas do not provide sight or sound access to protected information, and may terminate authorization immediately if conditions warrant.
- Director: May authorize limited exceptions in cases of catastrophic need and ensure that operational safety and public service are not compromised.
- Human Resources Division: Maintains authorization forms, reviews policy usage, and coordinates policy updates and compliance. HR shall ensure that acknowledgment and indemnification language conforms to the New Mexico Tort Claims Act and that records are maintained consistent with applicable retention schedules.

8.07 Review and Evaluation

This policy shall be reviewed annually by the Human Resources Division and the Director to ensure continued compliance, safety, and operational effectiveness. The review shall include verification of compliance with confidentiality, security, and safety requirements and alignment with any updates to New Mexico law or CJIS/NCIC policy.



Exhibit A – Children in the Workplace Authorization & Indemnification Form

This form is to be completed by employees requesting authorization or those approved by the Director under catastrophic need conditions. Authorization under catastrophic need may be granted verbally or in writing and documented following the incident. Authorization is contingent upon continued compliance with safety, security, and confidentiality requirements and may be revoked at any time.

Employee Information

Employee Name: _____
Position Title: _____
Supervisor: _____
Date of Request: _____

Child/Children Information

Child's Name	Date of Birth	Relationship
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Authorization

I request authorization to bring my child/children into the workplace on [date(s)] for up to four (4) hours while I am on duty. I understand this arrangement is temporary and subject to supervisory approval based on operational needs. I confirm that my child/children are old enough to care for themselves with limited supervision and will not require my constant attention. I will ensure my child remains in the approved area, under my supervision, and will remove all personal items upon departure. I understand that my child is prohibited from Restricted Areas and from any access to confidential, sensitive, or protected information, including 911 call audio, CAD screens or printouts, personally identifiable information, health or medical information, and criminal justice information.

Employee Signature: _____	Date: _____
Supervisor Approval: _____	Date: _____
HR Authorization: _____	Date: _____

Acknowledgment, Indemnification, and Hold Harmless Agreement

I understand and acknowledge that my request to bring my child/children into the workplace while I am on duty is voluntary, may be denied or revoked at any time, and does not create a right, entitlement, or practice. I assume full responsibility for the supervision, safety, and well-being of my child/children while present at the workplace. I acknowledge potential risks in the facility, including slips, trips, falls, equipment hazards, or exposure to stressful or emergency situations, and I agree to comply with all instructions from my supervisor or management regarding the child's location and behavior while on-site. I further acknowledge that the presence of my child/children must comply with confidentiality, security, and safety rules, including prohibitions on access to 911 call audio, CAD data, personally identifiable information, health or medical information, and criminal justice information.

By signing below, I agree to:

1. To the fullest extent permitted by law, including the New Mexico Tort Claims Act, indemnify and hold harmless Valencia Regional Emergency Communications Center, Valencia County, and their officials, officers, employees, and agents from claims, damages,



or losses arising from or related to my child's presence, except to the extent caused by the willful misconduct or gross negligence of those indemnified.

2. Accept full responsibility for the conduct and safety of my child/children during their time at the workplace.

3. Comply with all instructions from my supervisor or management regarding this policy and the child's location and behavior while on-site.

4. Acknowledge that nothing herein waives, limits, or modifies any rights, defenses, immunities, or limitations of liability afforded under the New Mexico Tort Claims Act; that my child is not covered by workers' compensation or VRECC insurance; and that if directed to do so I will immediately remove my child from the facility.

I understand that failure to comply with this policy or directions from management may result in disciplinary action and revocation of this accommodation.

Employee Signature: _____ Date: _____

Director or Designee Signature: _____ Date: _____

VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER

Resolution No. 2026-04

A RESOLUTION ADOPTING THE BYLAWS OF THE 911 BOARD

WHEREAS, the Valencia Regional Emergency Communications Center ("VRECC") was established pursuant to a Joint Powers Agreement ("JPA") among Valencia County and participating municipalities in accordance with the New Mexico Joint Powers Agreements Act, NMSA 1978, Sections 11-1-1 through 11-1-7, and the New Mexico Enhanced 911 Act, NMSA 1978, Section 63-9D-1 et seq.; and

WHEREAS, the JPA establishes the Valencia Regional Emergency Communications Center 911 Board ("the Board") as the governing body responsible for providing administrative oversight and policy direction for the operation and administration of VRECC; and

WHEREAS, the Board is authorized under the JPA to adopt procedural rules, policies, and governance documents necessary to carry out its duties and responsibilities; and

WHEREAS, the Board has reviewed proposed bylaws titled "Bylaws of the Valencia Regional Emergency Communications Center (VRECC) 911 Board," which establish the structure, membership, officers, meetings, duties, and amendment process for the Board; and

WHEREAS, the proposed bylaws are intended to ensure transparent governance, compliance with applicable state law, and alignment with the Joint Powers Agreement while clearly delineating the Board's role from the day-to-day management of VRECC operations;

NOW, THEREFORE, BE IT RESOLVED THAT, the Bylaws of the Valencia Regional Emergency Communications Center (VRECC) 911 Board, as presented to the Board, are hereby adopted and approved. The adopted bylaws shall govern the organization, procedures, and operations of the VRECC 911 Board and shall be implemented consistent with the Joint Powers Agreement and applicable state and local laws. The adopted bylaws shall take effect immediately upon approval by the VRECC 911 Board. The Board Chair is authorized to execute this resolution on behalf of the Board, and VRECC staff are directed to maintain the adopted bylaws as an official public record.

Passed and Adopted this 15th day of January, 2026.

APPROVED:

ATTEST:

Andrew M. Owen

Andrew M. Owen (Jan 20, 2026 09:40:33 MST)

Andrew Owen, 911 Board Chair



Tommy Sanchez (Jan 20, 2026 11:39:30 MST)

Tommy Sanchez, District Director

BYLAWS OF THE VALENCIA REGIONAL EMERGENCY COMMUNICATIONS CENTER (VRECC) 911 BOARD

ARTICLE I – NAME AND AUTHORITY

These bylaws establish the operational and procedural framework for the Valencia Regional Emergency Communications Center (VRECC) 911 Board (“the Board”), created under the Joint Powers Agreement (JPA) between the City of Belen, Village of Los Lunas, Village of Bosque Farms, Town of Peralta, City of Rio Communities, and Valencia County, New Mexico, pursuant to the Joint Powers Agreements Act, NMSA 1978, Sections 11-1-1 through 11-1-7.

ARTICLE II – PURPOSE

The purpose of the Board is to provide administrative oversight and policy direction for the operation, administration, and maintenance of the VRECC, ensuring efficient and effective emergency communications services for participating jurisdictions.

The Board shall:

1. Oversee fiscal management and compliance with applicable laws and regulations.
2. Adopt policies and procedures necessary for the effective governance of the VRECC.
3. Ensure proper planning, budgeting, and accountability of all public funds in accordance with the JPA.
4. Refrain from involvement in the day-to-day management of the VRECC except as outlined in the duties and powers of the Board within the Joint Powers Agreement.

ARTICLE III – MEMBERSHIP

Section 1. Composition

The Board shall consist of the following members as designated by the JPA and amendments thereto:

1. Police Chief, City of Belen
2. City Manager (or designee), City of Belen
3. Town Administrator/Clerk (or designee), Town of Peralta
4. A member of the governing body of the Town of Peralta
5. County Manager (or designee), Valencia County
6. Sheriff, Valencia County
7. Police Chief, Village of Los Lunas
8. Village Administrator (or designee), Village of Los Lunas
9. Police Chief, Village of Bosque Farms
10. Village Administrator/Clerk (or designee), Village of Bosque Farms
11. A member of the governing body of the City of Rio Communities

12. City Administrator/Clerk (or designee), City of Rio Communities
13. One (1) Public Member-at-Large, appointed jointly by the governing bodies of the participating entities.

Section 2. Terms of Service

- Members serve terms coincident with their official positions within their respective agencies.
- The Public Member-at-Large shall serve a two-year term of service.

Section 3. Voting Rights

Each member shall have one vote. Proxy voting is not permitted. The Chair may vote on all matters before the Board.

ARTICLE IV – OFFICERS

Section 1. Officers

The officers of the Board shall consist of a Chair and a Vice Chair.

Section 2. Election and Term

- Officers shall be elected by majority vote at the first regular meeting of each calendar year.
- Officers shall serve for one (1) year or until their successors are elected.
- No officer shall serve more than two (2) consecutive terms in the same office unless waived by a two-thirds vote of a quorum.

Section 3. Duties

- Chair: Presides over all meetings, represents the Board in official capacities, signs approved documents, and performs duties assigned by the Board.
- Vice Chair: Acts in the absence or incapacity of the Chair and assists with Board functions.

Section 4. Vacancies

In the event of a vacancy in any officer position, the Board shall hold a special election at its next regular meeting to fill the unexpired term.

ARTICLE V – MEETINGS

Section 1. Regular Meetings

The Board shall meet at least quarterly, or more frequently as necessary, in compliance with the Open Meetings Act (NMSA 1978, §10-15-1 et seq.).

Section 2. Special Meetings

Special meetings may be called by the Chair or upon written request by at least three (3) members, with notice provided in accordance with the Board's adopted Open Meetings Resolution.

Section 3. Quorum

A majority of the Board members shall constitute a quorum. A majority vote of those present shall decide all matters before the Board.

Section 4. Minutes

VRECC staff shall maintain minutes of all meetings as part of the official public record.

ARTICLE VI – POLICIES AND PROCEDURES

1. Hire, evaluate, and terminate the District Director of VRECC.
2. Review and approve the annual operating budget prior to submission to the governing bodies of the member entities.
3. Establish and approve policies and procedures governing the operation and administration of the VRECC.
4. Approve the annual Open Meetings Act Resolution.
5. Approve procurement, personnel, and fiscal management policies.
6. Review quarterly financial and operational reports from the District Director.
7. Ensure compliance with all applicable laws, grant conditions, and contractual obligations.

ARTICLE VII – AMENDMENTS

These bylaws may be amended by a two-thirds vote of a quorum of the Board, provided that written notice of the proposed amendment has been provided to all members at least ten (10) days in advance. Amendments shall not conflict with or supersede the Joint Powers Agreement or applicable law.

ARTICLE VIII – SEVERABILITY

If any provision of these bylaws is held invalid, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

ARTICLE IX – EFFECTIVE DATE

These bylaws shall take effect upon approval by the Valencia Regional Emergency Communications Center 911 Board.

2025 Calls for Service



Statistics and Trends

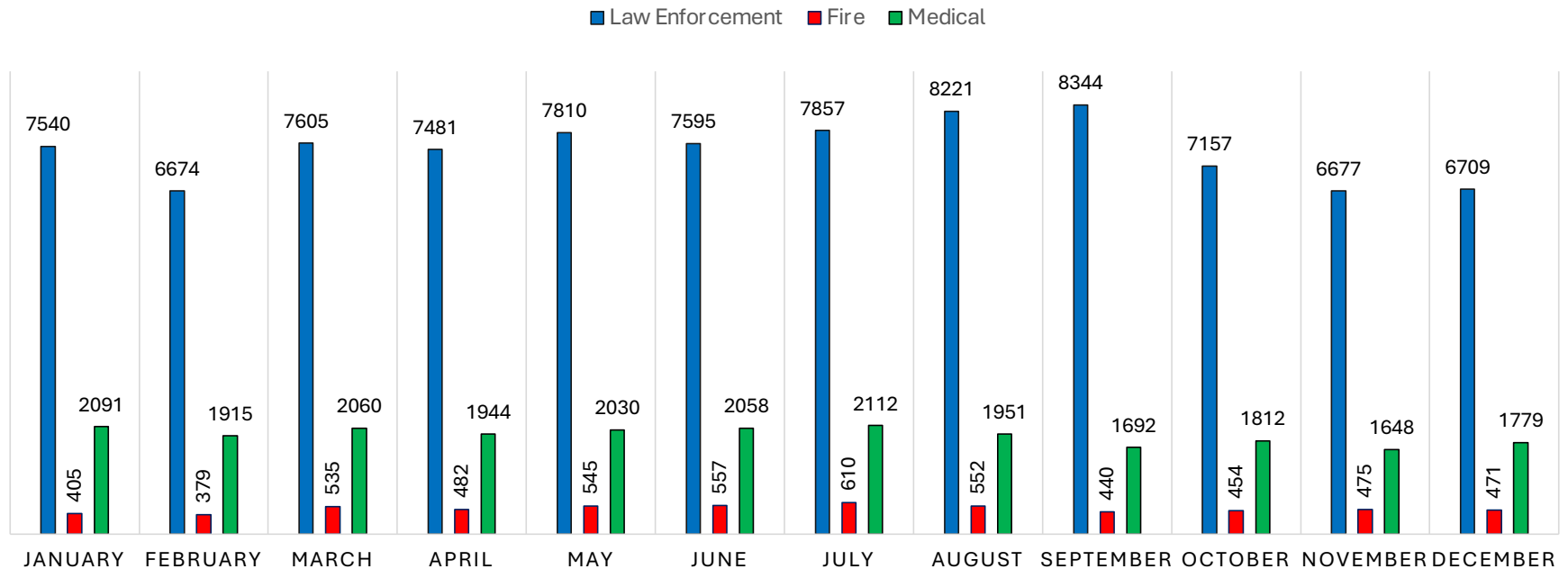


- 36,884 911 Calls
- 119,067 Non-emergency
- 155,951 Total phone calls processed through VRECC
- Average of
 - 12,996 calls per month
 - 427 calls per day
- Total incidents processed through VRECC 118,667
- Average of
 - 9,889 Incidents per month
 - 325 Incidents per day
- 1.5% increase in incidents from 2024

Incidents by Service Type



2025 TOTAL INCIDENTS OF SERVICE BY SERVICE TYPE



Annual Incidents

2025 ANNUAL INCIDENTS
TOTALS BY AGENCY

