

CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY OPERATIONS BOARD

MINUTES

February 10, 2016

The Central Dispatch Administrative Authority Operations Board met in a regular session beginning at 15:00p.m., Wednesday, February 10, 2016; at Elko Central Dispatch, 725 Aspen Way, Elko NV. The meeting was called to order by Chairman Matt Griego at 15:09pm.

ROLL CALL

Operations Board Members:

Matt Griego, Elko Fire Dept
Ben Reed, Elko Police Dept
Jim Pitts, Elko County Sheriff's Office
Chris McHan, Elko County Ambulance
Dennis Fobes, Carlin Police Dept

Others Present:

Donna Holladay, CDAA
Sherri McCarty, CDAA
Kerry Ralston, CDAA
Linda Bingaman, Elko County Fire
Keven Hall, Wells VFD/County Fire

APPROVAL OF MINUTES: Approval of Minutes from October 15, 2015.

Ben Reed moved to approve the minutes from October 15,2015. Chris McHan seconded.

No public comment.

Approved, motion carries.

I. NEW BUSINESS

- A. Review, discussion and approval of Ambulance Article 7.3- Tones/Toning in relation to the Elko Fire Department and any matters related thereto.

Matt reviewed the process and asked for clarification on toning when all ambulances are already on a call and Elko Fire Department will be responding with their ambulance.

Chris stated that there will be times when the ambulance is clearing from a call and is available but dispatch may not be aware. Chris agrees that the toning should be more defined regarding when the ambulance is busy.

Donna explained the previous toning procedures.

Chris advised that dispatch can count on there being two ambulances on duty daily, unless otherwise stated, 939b and 939c will notify if they are in service.

Matt requested that the Elko Fire Department Ambulance be listed on the list of ambulances for the Elko area.

Chris requests that even when Elko Fire Departments Ambulance is the only ambulance toned that they be toned over the Elko Ambulance frequency so that they are aware.

Chris McHan moved to add Elko Fire to 7.0 as an available ambulance to the Elko area, also, to direct Donna to inform the Dispatch staff on the procedures for when Elko Ambulance resources are tied up. Ben Reed seconded the motion

No public comment.

Jim Pitts abstained from voting due to his late arrival to the meeting.

4 aye votes, 1 abstention, motion carries.

- B. Review and discussion regarding the INTERlocasl Agreement for Fire Protection Support services between the City of Elko and the County of Elko.

Matt reviewed and advised that the agreement is already signed and ready to go

No public comment.

Non-action item.

C. Review and discussion of the implementation of EFD 6.1

Matt Griego reviewed the EFD program.

Ben Reed moved to implement the EFD protocol with the provision that the program be updated/adjusted as needed, also, ensuring that quality control measures are in place. Seconded by Dennis Fobes

No public comment.

Approved, motion carries.

II. OLD BUSINESS

A. Review and discussion of the Radio Standard Operating Procedure meeting and all matters related thereto.

Kathy Baker is absent from the meeting due to illness.

Chris McHan moved to table this item until Kathy can be present. Dennis Fobes seconded the motion.

No public comment.

Approved, motion carries.

B. Review and approval of annual evaluation of Central Dispatch Administrative Authority Director Donna Holladay, with recommendation to the Executive Board of a merit/step increase and any matters related thereto.

Matt and Ben reviewed the Operations Board evaluation of Donna.

Matt recommends that the merit advancement is granted. Matt will also present the evaluation to the Executive Board.

Ben Reed moved to accept and approve the annual evaluation for Donna Holladay, recommending to the Executive Board that the merit advancement is granted. Dennis Fobes seconded that motion.

Chris McHan requests to abstain from voting as he was not on the Board previous to this meeting.

4 aye votes, 1 abstention, motion carries.

Keven Hall agreed that it was a good learning opportunity for Donna by visiting other Dispatch Centers.

Discussion on Manager Training held this summer.

C. Report of day to day business.

Donna reports that Dispatch is fully staffed. The Operations Board encourages Donna to request an increase in staffing during the next budget cycle.

Discussion on the ice storm of late January.

Discussion on phone outage.

Discussion of status of vacation/spontaneous leave.

Ben is requesting that Donna continue to notify the Operations Board of any Executive Board meetings.

Suggestion that the minutes of the Board meetings be posted in Dispatch.

Discussion of map training from Keven Hall, possibly at a staff meeting.

Update from Linda on Wildland Run Cards, with maps changing to incorporate the SANE VFD.

Linda also advised that there is currently no 701.

III. PUBLIC HEARINGS

A. Public comment period.

None.

Adjourned at 1700.

Respectfully submitted,



Sherri McCarty
Assistant Director, CDAA