

CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY OPERATIONS BOARD

MINUTES

October 15, 2015

The Central Dispatch Administrative Authority Operations Board met in a regular session beginning at 15:00p.m., Thursday, October 15, 2015; at Elko Central Dispatch, 725 Aspen Way, Elko NV. The meeting was called to order by Chairman Matt Griego at 10:18am.

ROLL CALL

Operations Board Members:

Matt Griego, Elko Fire Dept
Ben Reed, Elko Police Dept
Jim Pitts, Elko County Sheriff's Office
Chris Sloman, Elko County Ambulance

Others Present:

Donna Holladay, CDAA
Sherri McCarty, CDAA
Kathy Baker, CDAA
Linda Bingaman, Elko County Fire
Keven Hall, Wells VFD/County Fire
Chris McHan, Elko County Ambulance

APPROVAL OF MINUTES: Approval of Minutes from June 20, 2015.

Ben Reed moved to approve the minutes from June 30, 2015. Chris Sloman seconded.

No public comment.

Approved, motion carries.

I. NEW BUSINESS

- A. Review, discussion and approval of Operations Policy 7- Elko Ambulance Policy, and all matters thereto.

Chris Sloman reviewed the policy. There are no changes, just needs final approval.

Linda Bingaman asked for clarification to the location identified as Pappies.

Chris Sloman moved to approve the Ambulance Policy with the change to the description of the Carlin area response to include "50 miles south of Carlin to Pappies". Ben Reed seconded the motion.

Discussion.

No public comment.

Approved, motion carries.

- B. Review and discussion of the Radio Standard Operating Procedure and all matters related thereto.

Donna requested that a workshop/committee be created to update the SOP. Possibly have the user agencies appoint a representative on the committee.

Kathy Baker gave some background on the current SOP. Kathy also volunteered to serve as the Dispatch representative on the committee.

Discussion.

Chris Sloman made a motion to create an ad-hoc committee of field personnel to review the SOP for Central Dispatch with the representative from Dispatch serving as the Chairman.

Ben Reed asked Donna if she was agreeable to having dispatch personnel acting as Chairman of the committee. Donna agreed that there would be no problem with that arrangement.

Ben Reed seconded the motion.

No public comment.

Approved, motion carries.

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

Matt Griego reviewed where the evaluation stands. Matt has talked to the user agencies. The document is not complete.

Ben Reed requests a little more time for the Board members to have discussion.

Matt will be sending out the paperwork, including last years' evaluation.

Ben would like to ensure that the evaluation is complete and accurate.

Chris Sloman asked that the ambulance be excused from the process this year as he is leaving Elko and Chris McHan is new to the process.

Ben Reed made a motion to table this item to give members a chance to meet. Chris Sloman seconded the motion.

No public comment.

Approved, motion carries.

II. OLD BUSINESS

A. Review, discussion and update of the E911 presentation to forward to the Executive Board and all matters related thereto.

Ben Reed reviewed the presentation. Ben asked that the Board members review the presentation and get back to him with any changes.

Matt would like to add something about the change in the ISO rating that would occur with E911.

Matt also stated that this could affect accreditation for participating agencies.

Chris suggested that the dispatchers log how many times this would have impacted responses.

Ben advised that he will forward the presentation to Dave Roberts with Frontier Communications, for review, to make sure that the information is correct.

No public comment.

No action taken.

B. Report of day to day business.

Donna discussed how the hiring process is progressing.

Donna also discussed the recent staff meeting.

Donna advised the Board that she is coordinating a class on EFD Priority Dispatch training that Pool/Pact is providing. Also discussed APCO training.

Donna also advised the Board that she will be traveling to Redding, CA to the Shastacomm dispatch center in early November. While there she will be meeting with the Director of the center.

Ben Reed asked that Donna please advise the dispatch personnel of a rash of burglaries in the area and requests that they be extra vigilant in their daily activities. Donna requested more security checks. Chief Reed said that he would advise his personnel of the request.

Matt discussed the Communications Center Manager course that he would like Donna to attend in August, 2016.

Matt also reviewed the staff meeting. Matt also discussed the need for the user agencies to notify Donna in a timely manner if there are issues that have come up, so that she can attend to them quickly, to ensure that things continue to run smoothly. With the possibility of appointing someone from each agency to perform this task.

No public comment.

No action taken.

III. PUBLIC HEARINGS

A. Public comment period.

Keven Hall would like it noted that calling in and working with the dispatchers has gone very well. Everything is coming around.

Matt Griego discussed situational awareness, when task saturated, things get missed.

Matt gave a brief update on the contract negotiations.

Discussion on staffing numbers and budget increase.

Chris McHan will be performing the same duties as Chris Sloman, as the interim director, and will be using the 901 call sign.

Adjourned at 1128..

Respectfully submitted,


Sherri McCarty
Assistant Director, CDAA