

**ELKO CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY**

**EXECUTIVE BOARD**

**MINUTES**

**1:00 p.m. PST, Tuesday, April 19, 2016**

**Elko Central Dispatch 725 Aspen Way, Elko, NV 89801**

**CALL TO ORDER**

The agenda for this meeting of the Elko Central Dispatch Administrative Authority Executive Board has been properly posted for this date and time in accordance with NRS requirements.

*The Elko Central Dispatch Administrative Authority Executive Board met in a special session beginning at 10:30 a.m., Thursday, March 31, 2016 at CDAA, 725 Aspen Way, Elko, NV 89801. The meeting was called to order by Chairman Cash Minor at 10:30 a.m.*

**ROLL CALL**

**Executive Board Members**

<i>Cash Minor</i>	<i>Elko County</i>
<i>Bill Hance</i>	<i>NDOT</i>
<i>William David Jones</i>	<i>City of Carlin</i>
<i>Curtis Calder</i>	<i>City of Elko</i>
<i>Jolene Supp</i>	<i>City of Wells</i>

**Others Present**

<i>Donna Holladay</i>	<i>CDAA</i>
<i>Sherri McCarty</i>	<i>CDAA</i>
<i>Dale Lotspeich</i>	<i>Eagle Communication</i>
<i>Kristi Begay</i>	<i>WSDPS</i>
<i>Kay Brady</i>	<i>WSDPS</i>
<i>David Stone</i>	<i>WSDPS</i>

**APPROVAL OF MINUTES:** Approval of minutes from March 25, 2016 and March 31, 2016.

*Curtis Calder moves to approve the minutes from March 25, 2016 and March 31, 2016. Bill Hance seconded the motion.*

Unanimous approval, motion carries.

I. NEW BUSINESS

- A. Review, consideration and possible approval of the Central Dispatch Administrative Authority's updated Personnel Policies 2 Employee Relations 2.1.1 Policy, 2.1.1.1, 2.3 Anti-Harassment 2.3.1 Policy , 2.4 Dealing w/Allegations of Discrimination and/or Prohibited Conduct/Behavior(s) 2.4.1 Process to include the classes "gender identity or expression, political affiliation or Nevada National Guard".

*Donna reviewed the changes to the Personnel Policies and explained that the changes were recommended by Pool Pact.*

*Jolene Supp made a motion to approve the updates to the Personnel Policies. Bill Hance seconded the motion.*

*No public comment.*

*Unanimous approval, motion carries.*

- B. Review, consideration and possible approval of the radio counts for Western Shoshone DPS being reduced from 11 to 4 for the current fiscal period 2015-2016 as per the letter from Chairwoman Kristi Begay.

*Kristi Begay, Tribal Chairwoman, introduced herself and her staff. Kristi requested a reduction in the unit count for the Western Shoshone Department of Public Safety. She requested that they be able to adjust the count monthly as their numbers change.*

*Curtis explained that the budget is based on a one year period and how it is established annually.*

*Jolene explained how the radio counts work.*

*Kristi then advised that they will stick with the 5 radio count at this time.*

*Curtis moved to allow the Western Shoshone Department of Public Safety to reduce their radio count to 5 effective July 1, 2016. Jolene seconded the motion.*

*No public comment.*

*Unanimous approval, motion carries.*

- C. Review, consideration and possible approval of the Central Dispatch Administrative Authority's portion of the HVAC bill in the amount of \$4,792.50 for repairing the Air Conditioner in the building located at 725 Aspen Way, Elko, NV. This amount is our agency's portion of "unforeseen maintenance and repairs" in accordance with item 3 of the Financial Plan.

*Discussion on whether this is considered Capital Improvement.*

*Curtis moved to approve \$4,792.50 for the HVAC system, in accordance with the agreement with the State, effective July 1, 2016. Jolene seconded the motion.*

*Bill advised that there may be a point where this will need to be done before July 1<sup>st</sup>.*

*Curtis modified his motion to remove the July 1, 2016 date. Jolene seconded.*

*No public comment.*

*Unanimous approval, motion carries.*

## II. OLD BUSINESS

- A. Review, consideration and possible approval of bids for radio and equipment maintenance from Sierra Electronics and Eagle Communication and all matters related thereto.

*Jolene advised that she will abstain from this issue because of her affiliation with Eagle Communication.*

*Cash opened the bid from Sierra Electronics. The bid was for \$1,750 monthly plus \$82 per hour for professional fees (outside of contract).*

*Cash opened the bid from Eagle Communications. The bid was for \$1,500 monthly plus out of contract fees of \$100 per hour for RF Engineering, \$125 Technician hourly rate and Installer hourly rate of \$85.*

*Bill requested to look at the RFP.*

*A 5 minute recess was held at this time.*

*Curtis asked Donna how the current contract with Eagle Communications was working. Donna replied that all was working well and that there were no problems. Curtis asked about the duration of the contract.*

*Curtis moved to award a 1 year contract to Eagle communications based on their current proposal retroactive to the past expiration date and expiring on June 30, 2017. Dave seconded the motion.*

*Dale commented on the current relationship with Central Dispatch.*

*1 abstention, 4 ayes, motion carries.*

- B. Review, consideration and possible approval of the Lead Dispatcher job description and any matters related thereto.

*Donna reviewed the Lead Dispatcher position and the additional cost of \$6,500.*

*Curtis asked about the effective date.*

*Curtis moved to approve the Lead Dispatcher Job Description effective today. Bill seconded the motion.*

*No public comment.*

*Unanimous approval, motion carries.*

- C. Review and discussion of CDAA 2016-2017 Budget and any matters related thereto.

*Donna reviewed the tentative budget including the \$5,000 for the HVAC system and \$1,500 for the audit. Curtis stated that the City of Elko would not be charging Dispatch any additional fees for the audit. Discussion of the ending fund balance being high.*

*Discussion regarding the per unit cost.*

*Cash advised that the financials are on the County Commission agenda for tomorrow.*

*No public comment.*

*Non action item.*

### III. APPROPRIATIONS

- A. Approval of Warrants.

*Dave moved to approve the warrants. Jolene seconded the motion.*

*Unanimous approval, motion carries.*

### IV. PUBLIC HEARINGS

A. Public comment period.

*Donna mentioned that there will be some upcoming changes to the wording on overtime as suggested by Pool Pact.*

*Donna will be updating the Personnel Policies with some changes that will be made after July 1<sup>st</sup>.*

*Dale Lotspeich discussed some issues regarding the Exacom Recorder.*

Meeting adjourned at 1:45 p.m.

Respectfully submitted,



Sherri McCarty  
Assistant Director, CDAA