

ELKO CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY

EXECUTIVE BOARD

MINUTES

10:00 a.m. PST, Wednesday, February 17, 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 regular session beginning at 10:00 a.m., Wednesday, February 17, 2016 at CDAA, 725 Aspen Way, Elko, NV 89801. The meeting was called to order by Chairman Cash Minor at 10:01 a.m.

ROLL CALL

Executive Board Members

Cash Minor

Elko County

Bill Hance

NDOT

William David Jones

City of Carlin

Others Present

Donna Holladay

CDAA

Sherri McCarty

CDAA

Matt Griego

Elko Fire Department

Chris McHan

Elko Ambulance

APPROVAL OF MINUTES: Approval of minutes from the December 14, 2015 Executive Board meeting.

Bill Hance moved to approve the minutes from December 14, 2015. David Jones seconded the motion.

No public comment.

Approved, motion carries

I. NEW BUSINESS

- A. Review, consideration and approval of the quote from JFG Systems, Inc. in the amount of \$10,570.52 to replace the server in Dispatch. Funds were set aside in the Capital Fund outlay for this project.

Donna reviewed and advised that there were 3 proposals received.

Bill Hance motions to approve replacing the server with JFG Systems, Inc. for \$10,570.52 . David Jones seconded the motion.

No public comment.

Unanimous approval, motion carries

- B. Review, consideration and approval of the invoice from Strategic HR Partners, LLC in the amount of \$7,442.86 for the Ducharme, Kim investigation regarding her claim of harassment based upon her pregnancy.

Donna reviewed.

David Jones made a motion to approve the payment to Strategic HR Partners, lln in the amount of \$7,442.86 for the Ducharme investigation. Bill Hance seconded the motion.

No public comment.

Unanimous approval, motion carries.

- C. Review, discussion and possible approval of the annual evaluation for Donna Holladay, CDAA Director, for the period of August 20 2014 to August 20, 2015, as completed by the CDAA Operations Board on February 10, 2016 and possible approval of a merit increase associated with a step increase and matters related thereto. Presented by Matt Griego, Chairman of the Operations Board.

Matt Griego presented the evaluation for Donna Holladay.

David Jones moved to approve the evaluation for Donna Holladay for the period of August 20, 2014 to August 20, 2015 and approve the merit increase. Bill Hance seconded the motion.

David Jones amended his motion to include that the merit increase is retroactive to August 20, 2015.

No public comment.

Unanimous approval, motion carries.

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

Donna and Matt reviewed.

Discussion.

Bill Hance asked that this item be tabled. He agrees with the job description but wants to be sure of the salary amounts.

Bill Hance moved to table this item. David Jones seconded the motion .

No public comment.

Unanimous approval, motion carries

- E. Discussion and approval to request for Bid Proposals for the Radio/Equipment Maintenance Services for Elko Central Dispatch Administrative Authority. Our current contract with Eagle Communications expired November 11, 2015. The scope of the work will remain the same except we will not need them to maintain the telephone equipment.

Donna explained. Discussion.

Bill Hance moved to approve the request to send out Bid Proposals for the Radio/Equipment Maintenance Services for CDA, including maintaining the telephone equipment. David Jones seconded the motion.

No public comment.

Unanimous approval, motion carries.

- F. Review, consideration and possible approval of the Revize Quote for the "Ready to Use" Website for Elko Central Dispatch.

Donna reviewed. Donna explained that this is already in the budget. \$2,700.00 for the first year and \$900.00 each year after.

Bill Hance moved to approve. David Jones seconded the motion.

No public comment.

Unanimous approval, motion carries.

II. OLD BUSINESS

- A. Review, discussion and possible approval of the Exacom Extended Warranty Renewal for service coverage November 18, 2015 to November 17, 2016 in the amount of \$13,930.00 This is the extended warranty maintenance for the recorder for the center. Exacom uses Eagle as a contractor to perform work at CDAA. Jolene would like to abstain from this vote so we need to re-vote.

Donna explained that this is a re-vote as Jolene abstained after the meeting and requested that it be put on the agenda again.

Bill Hance moved to approve the Exacom Extended Warranty for the period of November 18, 2015 to November 17, 2016 in the amount of \$13,930.00. David Jones seconded the motion.

No public comment

Unanimous approval, motion carries

III. APPROPRIATIONS

- A. Approval of Warrants.

Bill Hance moved to approve the warrants. David Jones seconded.

Unanimous approval, motion carries

IV. PUBLIC HEARINGS

- A. Public comment period.

Update of staffing.

Phone outage update.

EFD training update.

Ice Storm discussion.

County Fire update.

Meeting adjourned at 10:33 a.m.

Respectfully submitted,


Sherri McCarty
Assistant Director, CDAA