

ELKO CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY

EXECUTIVE BOARD MEETING

10:00 a.m. PDT, Wednesday, February 28, 2018

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

Minutes

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 February 28, 2018 Executive Board Meeting was called to order at 10:04 a.m. by Chairman Curtis Calder.

ROLL CALL

Present: Jolene Supp, City of Wells
David Jones, City of Carlin
Curtis Calder, City of Elko
Cash Minor, Elko County
Bill Hance, Member at Large

Executive Board Members

Others; Donna Holladay, CDAA
John Holmes, Elko Fire Dept
Kathleen Baker, CDAA/Public

APPROVAL OF MINUTES: December 12, 2017

Cash Minor moved to approve the minutes of the December 12, 2017 Executive Board Meeting. Jolene Supp seconded. No public comment.

Unanimous Approval, Motion Carries

I. NEW BUSINESS

- A. Review, discussion and possible approval of CDAA's Requisition, Purchasing, and Accounts Payable Management Policy. PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

Central Dispatch does not have an active purchasing policy. A potential policy is included in the agenda packet.

Cash Minor explained that during the last audit, Eide Bailly asked for a purchasing and Accounts Payable Management Policy for CDAA. Curtis saw no issues with the policy provided by Cash Minor. Jolene Supp moved to approve the purchasing policy for CDAA as presented. David Jones seconded. No public comment

Unanimous Approval, Motion Carries

- B. Review, discussion and designation approval of an independent auditor to prepare the annual audit for fiscal year 2017/2018, pursuant to NRS 354.624 (3), and any matters related thereto. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

Each year the Dispatch Board is required to designate an independent auditor prior to March 31 of the year in which the audit is to be conducted. Eide Bailly performed the audit for year 2016/2017.

Donna explained that Eide Bailly performed the 2016/2017 Audit. She also explained that they charged \$8500 last year and they were looking for a cost increase of \$250 making the Audit bill \$8750.00. Bill Hance moved to approve Eide Bailly as CDAA's audit designator for the audit year 2017-2018 in the amount of \$8750.00. Cash seconded. No public comment.

Unanimous Approval, Motion Carries

- C. Discussion and possible approval to move forward and advertise for CDAA's Assistant Director position and all matters related thereto. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

The CDAA Assistant Director position has been vacant since Sherri McCarty resigned her position September 9, 2017.

With the backing of the Operations Board, Donna asked the Executive Board for permission to post for the Assistant Operations Director that has been vacant since Sherri McCarty resigned in September of 2017. Donna advised the Board that it was possible that the new assistant may have to be started out at step 6, the step Sherri was at when she left, to be above the highest paid Lead Dispatcher. Jolene moved to approve and Bill Hance seconded. Public comment was that Kathleen Baker, the highest paid Lead Dispatcher, had no interest in applying for the Assistant Operations Director position.

Unanimous Approval, Motion Carries

II. OLD BUSINESS

- A. Update on day to day business. **ACTION WILL NOT BE TAKEN**

Donna updated the Board on staffing advising that beginning March 16, 2018 they will be fully staffed. She also advised the Board that they were working on upgrading the maps for CAD. Donna also advised the Board that BIA took over Western Shoshone Tribal law enforcement duties so the remaining entities would have to pick up the radio cost in the new budget.

III. APPROPRIATIONS

A. Approval of Warrants. PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM

Cash Minor moved to approve the warrants. Bill Hance seconded. No public comment

Unanimous Approval, Motion Carries

IV. PUBLIC HEARINGS

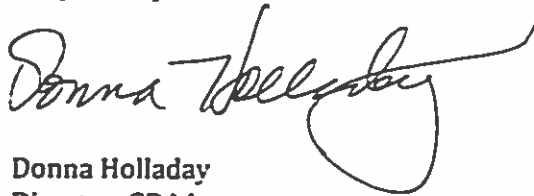
A. Public comment period. ACTION WILL NOT BE TAKEN

John Holmes advised the Board that the Operations Board was interested in getting Uniforms for the Center. Cash advised that Uniforms might be something that could be negotiated in the contract.

This agenda item is to provide time for the general public to address the Central Dispatch Administrative Authority Board regarding items of concern. Action cannot be taken at this time, but a matter can be set on the agenda for a future meeting, as appropriate.

NOTE: The Presiding Officer of the Elko Central Dispatch Administrative Authority Executive Board reserves the right to change the order of the agenda, and if the agenda has not been completed, to recess the meeting and continue on another specified date and time. Additionally, the Presiding Officer reserves the right to combine two or more agenda items, and/or remove an item from the agenda, or delay discussion relating to an item on the agenda at any time.

Respectfully submitted,



Donna Holladay
Director, CDAA