

CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY

OPERATIONS BOARD

MINUTES

Wednesday, February 7, 2018

CALL TO ORDER

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

Elko Central Dispatch Administrative Authority met in a regular meeting Wednesday, February 7, 2018 at 2:00 p.m. at 725 Aspen Way, Elko, NV 89801. The meeting was called to order at 2:16 p.m. by Chairman John Holmes.

ROLL CALL	Operations Board Members	Present:	Dennis Fobes, Carlin PD John Holmes, Elko Fire Lee Cabaniss, Elko Ambulance Ben Reed, Elko PD 2:22 p.m.
		Others:	Keven Hall, Wells Fire Matt Griego, Elko Fire Jack Snyder, Elko Fire Linda Bingaman, Elko County Fire Kathy Baker, CDAA Kris Stultz, CDAA Chris McHan, Elko Ambulance Donna Holladay, CDAA

APPROVAL OF MINUTES: October 2, 2017

Chief Reed made a motion to approve the minutes of October 2, 2017. Lee Cabaniss seconded. Chief Fobes abstained.

No public comment

1 abstention, 3 l's, Motion Carries

I. NEW BUSINESS

- A. Review, discussion and possible approval to make a recommendation to the Executive Board to move forward and hire an Assistant Director for C.D.A.A. and any matters related thereto. PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD ACTION: ACTION ITEM**

Donna explained to the Board that after working without an assistant for months, it was best for the Agency to proceed and back fill the Assistant Director position. Due to work load of the two positions, Donna explained that it's becoming more difficult to keep up. The Leads help, but they are full time dispatchers and need to focus on that and supervising the other dispatchers. Chief Reed was absent for

this vote. Lee Cabaniss made a motion to make a recommendation to the Executive Board to back fill the Assistant Director position. Dennis Fobes seconded.

No public comment

Unanimous Approval, Motion Carries

II. OLD BUSINESS

- A. Update and discussion regarding the Elko County E911. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD ACTION: NON ACTION ITEM**

Chief Reed updated the Board on the progress of E911. Winborne Consultants visited all PSAPS, held several meetings and finalized their report. Windborne will present the report to the E911 Board on February 26, 2018 at 1:30 p.m. in the Commissioners room.

- B. Update of the day to day business. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD ACTION: NON ACTION ITEM**

Donna gave the Board the letter from BIA stating they were taking over Law Enforcement duties for Shoshone. This meant we were losing 5 radios at a cost of \$41,875. Powerphone update was given. New World has been working on the interface daily. CDAA is going to have a state Security Audit in April 2018. This stems from the FBI audit we had last year. Yearly and monthly reports of data were given to the Board members for their review. The Board was advised that one employee had resigned and one was in background checks. Donna reported that some dispatchers were assigned to go to training. Angela was taking the Basic Dispatcher Course through APCO, Jeanne and Chesarae were signed up for CID (Critical Incident Debriefing) training and Kathy, Kris and Karrie were taking a Human Resources class. Kris and Karrie were also signed up for another Human Resources class through Pool Pact.

The Board was advised that on Monday, February 5, 2018, there was a software glitch with the phones. The software was down for 2 minutes until the backup system came on line. The outage was reported to both Emergitech and Frontier. On Sunday, February 13, 2018, the lines were cut in front of dispatch by a company doing work. Internet was down which meant the MDT's, IAMRESPONDING, Active 911 and Streetwise was not working. This was down for approximately 1-2 hours. Troy was able to make a patch to fix the problem.

III. PUBLIC HEARINGS

- A. Public comment period. **ACTION WILL NOT BE TAKEN**

Linda with Elko County Fire asked about the VHF SO patch. Donna told her she would get with Paden from Eagle Communication and find out what was going on. Chief Reed suggested to remind the Executive Board about the Interlocal Agreement to get Elko County Fire on the Board.

At 3:28 p.m., Lee made a motion to adjourn. Dennis Fobes seconded. Unanimous approval.

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 Operations Boards 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,

A handwritten signature in black ink, appearing to read "Donna Holladay", written in a cursive style.

Donna Holladay
Director, CDAA