

**CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY**

**OPERATIONS BOARD MINUTES**

**REGULAR MEETING**

**10:00 a.m. P.D.T. Tuesday, January 15, 2019**

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

**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.

*The Elko Central Dispatch Administrative Authority Operations Board meeting for Tuesday, January 15, 2019 was called to order at 10:09 a.m. by Chairman John Holmes.*

**ROLL CALL**

Operations Board Members

Present:

Lee Cabaniss, Elko Amb  
John Holmes, Elko Fire  
Ben Reed, Elko Police Dept

Others:

Chris McHan, Elko Amb  
Matt Griego, Elko Fire  
Colleen Piacitelli, CDAA  
Donna Holladay, CDAA  
Karrie Hunton, CDAA  
Kris Alexander, CDAA  
Mike Palhegyi, Elko Police Dept  
Jack Snyder, Elko Fire  
Kathy Baker, CDAA  
John Pitts, Elko Co Fire  
Keven Hall, Wells Fire

**APPROVAL OF MINUTES:** October 24, 2018

*Ben Reed moved to approve the minutes for October 24, 2018 as is. Dennis Fobes seconded.*

*Unanimous Approval, motion carries*

**I. NEW BUSINESS**

- A. Introduction of the newly elected Sheriff of the Elko County Sheriff's Office and the newest member of the CDAA Operations Board. Sheriff Narvaiza has been given a copy of the Interlocal Agreement between CDAA and its User Agencies for review. CDAA looks forward to working with Sheriff Narvaiza. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD ACTION: NON ACTION ITEM**

*Sheriff Narvaiza was unable to attend the meeting due to other duties. Jim Carpenter is at the meeting in place of Sheriff Narvaiza.*

- B. Review current budget, assess the operational budget impacts for next fiscal year and make recommendations for the FY 2019-2020 budget to the executive committee. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD ACTION: ACTION ITEM**

*No public comment. Reed wondering if there is any room in the budget to help with CAD updates that may be put into capital. Suggestions from EFD to try to get another dispatcher that would help with the work load in dispatch and all the changes that are occurring. No action taken. No motion.*

- C. Develop and implement a policy and procedure for the toning of fire and medical calls to include the code (Code 1, Code 2 or Code 3, with Code 3 being a hot call and Code 1 being a cold call) to be included in the toning portion of the calls for notification to the responders as to how to respond. This code will be determined by Powerphone in the call taking process. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD ACTION: POSSIBLE ACTION**

*Suggestions made for ECDAAs to start toning fire department using Code 1, 2, and 3 responses for the EFD. ECDAAs requests that the policy is reflective what the other agencies are doing, so Code 1 would be a low response and Code 3 would be a high response. Policy and procedure will be put into place, timeline as follows policy and procedure to the dispatchers, then training within 30 days of that going out to the dispatchers, then a review period for 30 days. Motion 90 days to implement, 30 days to get policy and procedure in place, 30 days to train and 30 days for review. Operation board to review new policy and procedure. Motion John Holmes. Seconded by Ben Reed.*

*Unanimous approval. Motion carries*

## II. OLD BUSINESS

- A. Update and discussion regarding the Elko County E911. **ACTION WILL NOT BE TAKEN**

*Behind schedule about 30 days. Winborn is coming to Elko. RFP report is on county website, question on if phones will stay the same or will need to change. Reed wanting to bring in some vendors for CAD, Donna wants to make sure dispatch is involved in the presentations and selection if a new CAD system is picked. Reed discussed may need to add some seats to the advisory board, Karrie wondering if dispatch may possibly be invited to be in one of the seats. After NG911 is in place estimate this summer it will be going, then the next big project will be CAD.*

- B. Update of the day to day business. **ACTION WILL NOT BE TAKEN**

*Hired two dispatchers one started yesterday the other will start when her fingerprints get back. This weekend there was an issue with the broiler, fixed now. CACH updates and handout given.*

III. RUN REVIEWS

A. Discussion regarding run review and debriefing for Elko Central Dispatch and its User Agencies. **ACTION WILL NOT BE TAKEN**

*Kathy Baker advised that roll call is currently in radio SOP, Snyder is wanting to figure out something different than roll call because the fire fighters are running down the stairs. Palhegyi brought up that phone calls aren't getting incident numbers, but has improved. There was also a traffic stop that didn't get an incident number. Keven Hall wanted to know why he wasn't getting county incident #'s for extrications, it was explained that city is on the run card for extrication not county. If he wants a county number they will need to change the run cards. Griego advised that using the apparatus instead of station numbers has been helping them and going well. Lee is wondering if there is any way to filter Active 911, so they aren't seeing all the powerphone dates and times. Lee also likes that the dispatchers are giving CAD numbers at the end of calls to the ambulance.*

IV. PUBLIC HEARINGS

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

*No public comment.*

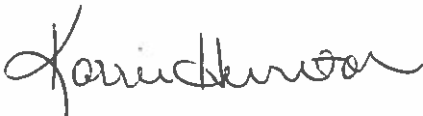
*Motion to adjourn meeting by Dennis Fobes. Seconded by Lee Cannabis.*

*Meeting adjourned at 11:56 a.m.*

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,



Karrie Hunton  
Assistant Director, ECDA