

ELKO CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY

EXECUTIVE BOARD MEETING MINUTES

10:00 a.m. Friday March 22, 2019

Elko Fire Department Station 2, 725 Railroad St., 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 Meeting was called to order Friday, March 22, 2019 at 10:01 by Chairman Curtis Calder.

ROLL CALL

Executive Board Members	Present:	Cash Minor, Elko County Curtis Calder, City of Elko Bill Hance, Member at Large Cameron Kinney, City of Carlin
	Others:	John Holmes, Elko Fire Donna Holladay, CDAA Karrie Hunton, CDAA

APPROVAL OF MINUTES: November 30, 2018 and December 19, 2018

No comments. No revisions. Cash motioned. Hance seconded. Kinney abstained.

One abstained. Unanimous approval. Motion carries.

I. NEW BUSINESS

- A. Review, discussion and designation approval of an independent auditor to prepare the annual audit for fiscal year 2018/2019, 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 2018/2019. Their fee will be \$8750.00.

Donna advised she did verify with Eide Bailly the fee with still be \$8,750.00

No Public Comment

Unanimous approval. Motion Carries.

- B. Review, discussion and possible approval of annual evaluation for Donna Holladay, CDAA Director, for the period of December 7, 2017 to October 1, 2018, as completed by the CDAA Operations Board on October 24, 2018, and possible approval of a merit increase associated with a step increase and any matters related thereto. Presented by John Holmes, Chairman of the Operations Board. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

Donna wanted noted she did receive a COLA raise that the board approved last time. Cash is aware and will work that out with payroll. Cash motioned. Hance seconded.

Unanimous approval. Motion carries.

- C. Review, discussion and possible approval of CDAA 2019-2020 Tentative Budget and any matters related thereto. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

Cash advised the radio fees are the same, but the board should look at moving some funds to capital. Curtis agrees a good idea to look at putting funds into capital. There are some potential cost coming up with the 911 upgrade. Hance also advised the board that the state may be making changes to radios, which could become an expense to move dispatch back over to ZETRON. Donna advised the board that they are going to need to look at a CAD upgrade at some point, and she was getting a quote from New World. Donna presented two budget options to the board. The board has requested to look at some schedules with an additional dispatcher that is presented in option 2. Curtis feels in option one the switch upgrade is important. Curtis doesn't want to see 3 minimum staffing in the contract, due to cost increase. Cash advised it would be a 7% increase for the user agencies adding an additional dispatcher.

Cash motioned to table agenda item C. Kinney seconded.

Unanimous approval. Item C tabled.

II. OLD BUSINESS

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

CDAA had testing 17 showed up, had over 100 applications. We will interview 11 of the 17. BLM is working on the HVAC system. Donna spoke to Brett and he doesn't anticipate any expense to CDAA. Brett has left and Tom Knight is now in his position. There is an airport table top on March 27, 2019. GBC scenario drill will be on April 27, 2019. Getting a quote to get the burn permit process on the website, to help decrease the call volume into dispatch.

III. APPROPRIATIONS

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

Bill Hance wanted it noted his company did provide a service that is listed, they billed dispatch for door access FOBs. It is under the \$1500/disclosure limit. Cash motioned. Hance seconded. Kinney abstained.

One abstained. Unanimous approval. Motion Carries.

IV. PUBLIC HEARINGS

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

Donna wanted to let the board know, that Holmes has been a really good asset to the Operations Board. Curtis advised it's probably time to look at a revision of the interlocal agreement, he doesn't have time to do it this go around. Donna advised she has been looking at it.

Cash motioned to adjourn the meeting. Kinney seconded.

Unanimous approval. Motion carries.

Meeting adjourned at 10:52 March 22, 2019

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,



Karrie Hunton
Assistant Director, CDAA