

CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY

OPERATIONS BOARD

MINUTES

10:00 a.m. P.D.T., Monday, May 7, 2018

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 Monday, May 7, 2018 was called to order at 10:09 a.m. by Chairman John Holmes.

ROLL CALL

Operations Board Members

Present:

John Holmes, Elko Fire
Lee Cabaniss, Elko Amb
Ben Reed, Elko PD

Others:

Kristine Alexander, CDAA
Karrie Hunton, CDAA
Donna Holladay, CDAA
Matt Griego, Elko Fire
Jack Snyder, Elko Fire
Chris McHan, Elko Amb
Sylvia Wines, Elko Amb
Keven Hall, Wells Fire

APPROVAL OF MINUTES: February 7, 2018

Ben Reed moved to approve the minutes for the February 7, 2018 meeting. Lee seconded.

I. NEW BUSINESS

- A. Update and discussion of the new "voluntary" Basic Dispatcher Course per NRS 289.
PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD
ACTION: NON ACTION ITEM**

Ben Reed explained to the Board that he is on the Post Commission and they have been working on the Basic Dispatcher Course. He advised this would be a "voluntary", 120 hour on line course and the dispatcher would get a certificate through the Post. They are in the process of developing a curriculum. Donna advised the Board it sounded a lot like the Basic Dispatcher Course through APCO that she has been sending dispatchers to.

- B. Update and discussion of the Windbourne Consulting Report, version 2, revised February 28, 2018, as it relates to Elko Central Dispatch and any matters related thereto. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD ACTION: NON ACTION ITEM**

Chief Reed talked about the Winbourne findings as it pertains to the Elko dispatch center. Donna advised she had read it and was already looking into updating policy as suggested.

- C. Discussion regarding the City of Elko Burn Permits. At the moment, the public calls the Elko Fire Department when they are going to burn. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD ACTION: FOR POSSIBLE ACTION ITEM**

John Holmes requested to come up with a plan for keeping track of burn permits for the City of Elko. It was explained how the County is kept. John said he could probably revise their check list. Donna advised that when the citizens called in, the dispatcher would make a quick call and attach Elko Fire so the call went to their mnts. Donna also advised she would write a policy/procedure regarding the process.

II. OLD BUSINESS

- A. Review and discussion regarding the Radio SOP for Law Enforcement and Fire Departments. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY OPERATIONS BOARD ACTION: NON ACTION ITEM**

Donna gave the Board copies of the Law Enforcement radio sop. She reminded them that we needed to get back to this document. The radio sop for the Fire Departments is with the individual fire departments and we are waiting for authorization to implement.

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

Ben Reed gave the Board an update regarding E911. He advised that the data base would be the next step. He also advised they were trying to procure funding through a Homeland Security Grant put in by Annette Kerr for the 911 upgrade.. They went to Carson City for a presentation and got good feedback. They were invited back to the subcommittee. The breakdown for the grant is Tribal \$118,500 and West Wendover/Elko \$313,500. This would help purchase the Next Gen System for all 3 entities with an annual recurring cost of approximately \$150,000.

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

Update of the day to day business was given. We are fully staffed at the moment. One in training. The interviews for the Assistant Director Position would be June 13, 2018 beginning at 9:00 a.m. We are going to have 3 interview. 2 local and one from out of town.

III. RUN REVIEWS

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

The Board made a request to start reviewing calls on a monthly basis. The calls would be structure, cpr or any hot law enforcement incidents. It was brought up that some information would need to be redacted due to confidentiality. The reason for these debriefings are to be more consistent, procedurally, for educational purposes and quality assurance. Chris from the Ambulance offered to send over the guidelines for HIPPA.

IV. PUBLIC HEARINGS

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

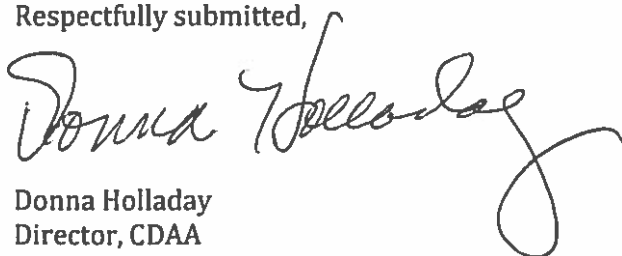
Keven Hall made a comment about the Peavey repeater being down for state maintenance and having no back up in place. This was short notice, but the DOT does send out emails to notify people. John Holmes suggested having a Board Meeting ever 2nd Monday of the Month at 10:00 a.m. Ben Reed updated the Board on the Elko PD's new radio channel. Donna advised him that the channel had been placed at the consoles. No further public comment.

Lee made a motion to adjourn. Ben seconded at 12:15 p.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,



Donna Holladay
Director, CDAA