

ELKO CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY

EXECUTIVE BOARD

MINUTES

10:00 a.m. PDT, Thursday, October 22 , 2015

Elko Central Dispatch 725 Aspen Way, 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 met in a regular session beginning at 10:00 a.m., Thursday, October 22, 2015 at CDAA, 725 Aspen Way, Elko, NV 89801. The meeting was called to order by Co-Chairman Curtis Calder at 10:00 a.m.

ROLL CALL

Executive Board Members

Jolene Supp

City of Wells

Curtis Calder

City of Elko

Bill Hance

NDOT

William David Jones

City of Carlin

Others Present

Donna Holladay

CDAA

Kathleen Baker

CDAA

Linda Bingaman

Elko County Fire

APPROVAL OF MINUTES: July 30, 2015

Jolene Supp moved to approve the minutes as is for July 30, 2015. Bill Hance seconded. David Jones abstained. No public comment.

3 ays, 1 abstention, motion carries

I. NEW BUSINESS

- A. Review, consideration and possible approval of the Central Dispatch Administrative Authority updated job descriptions for Dispatcher I and II to add Essential Functions numbers 12, 13 and 14. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

Donna presented the new job descriptions for Dispatcher I and II as suggested by Pool Pact. David Jones moved to approve Public Dispatcher I and II job descriptions with the changes under Essential Functions numbers 12, 13 and 14. Jolene Supp seconded. No public comment.

Unanimous approval, motion carries

- B. Review, consideration and possible approval of a COLA (Cost of Living Adjustment) for management personnel of the Central Dispatch Administrative Authority to be retroactive from July 1, 2015, and any matters related thereto. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

Donna asked for a Cola raise for Sherri and herself effective July 1, 2015. No one knew what the CPI was for the Western in July 2015 at the time of the meeting so it was suggested to table this item until such time as that information was available or someone could pull it up on their phone. Jolene Supp moved to table this item and Bill Hance seconded. No public comment

Unanimous approval, motion carries

Bill Hance found the Western CPI for July 2015 to be at 1. Curtis explained that all employees contributed 1.125 % effective July 19, 2015 towards PERS. The City of Elko granted 1.125% Cola to their managers for a net increase of zero. It was suggested to do the same here. Jolene Supp moved to approve a Cola increase of 1.125% for Donna and Sherri to equate the PERS adjustment and for the increase be retro to July 1, 2015. Bill Hance seconded. No public comment.

Unanimous approval, motion carries

- C. Review, consideration and possible approval of bills received from Nevada Division of Forestry for "The Central Dispatch portion of the expenditures for the billing period of April 1, 2015 to June 30, 2015 is \$3,466.09. This amount includes the agency's portion of "unforeseen" maintenance and repairs" in accordance with item 3 of the Financial Plan." **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

Donna went through the bills that NDF (State of Nevada) had sent with the last billing. Some were dated 2014 and some 2015. Attached with the bills were maintenance contracts for the HVAV, Cooling Tower and Generator. Curtis suggested that they direct Donna and Jonnye with the City of Elko to Audit these bills to see if CDAA actually owes these funds. Jolene Supp moved and Bill Hance seconded. No public comment.

Unanimous approval, motion carries

- D. Review, discussion and possible authorization to expend up to \$7,500 for an ongoing legal matter, and related thereto. ." **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

Curtis explained that we had a complaint from a former employee claiming discrimination. He also explained that Pool Pact would cover the claim and legal defense if necessary. CDAA needed to do an internal investigation on these claims. The City of Elko usually does this investigation for CDAA, but the HR supervisor is busy with an investigation at this time and not able to conduct an investigation for CDAA in a timely manner. Becky Bruch, the Pool Pact attorney, suggested someone from Strategic HR Partners do this investigation. The cost would be between 5,000 and 7,500. The investigation would not be covered by Pool Pact. CDAA would need to cover this. This item is to keep the Board members aware of what is going on and to get authorization to spend up to 7500 on this investigation. There is approximately 26,000 in the contingency fund and this is where that money would come from. Jolene Supp moved to approve to hire Strategic HR Partners Inc to conduct the investigation for a not to exceed 7500. Bill Hance seconded. No public comment.

Unanimous approval, motion carries

II. OLD BUSINESS

A. No old business.

III. APPROPRIATIONS

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

Jolene Supp moved to approve the warrants. David Jones seconded.

Unanimous approval, motion carries

IV. PUBLIC HEARINGS

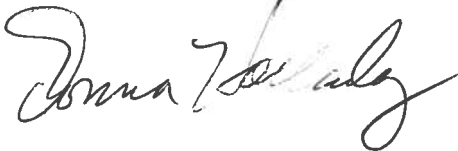
A. Public comment period. **ACTION WILL NOT BE TAKEN**

No public comment.

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