

**ELKO CENTRAL DISPATCH ADMINISTRATIVE AUTHORITY**

**EXECUTIVE BOARD**

**11:00 a.m. PDT, Wednesday, September 20, 2017**

**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 Meeting was called to order at 11:03 a.m. by Chairman Curtis Calder.*

**ROLL CALL**

Executive Board Members

**Present:**

Curtis Calder, City of Elko  
Cash Minor, Elko County  
David Jones, City of Carlin

**Others:**

Donna Holladay, CDAA  
John Holmes, Elko Fire

**APPROVAL OF MINUTES:** July 20, 2017

*Cash moved to approve the minutes from the July 20, 2017 meeting. Dave seconded.  
No public comment*

*Unanimous Approval, Motion Carries*

**I. NEW BUSINESS**

- A. Review, discussion and approval of Tyler Technologies Invoice 030-10059 in the amount of \$13,020.00. This is for the CAD interface software license, maintenance and services for the Powerphone project. PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

*Donna advised the Board that this was the billing for Tyler Technologies for the CAD Interface for the Powerphone project. David moved to approve the invoice. Cash seconded.*

*No Public comment*

*Unanimous Approval, Motion Carries*

- B. Review, discussion and approval of Powerphones Invoice 55348 in the amount of \$57, 544.00. This is for the Powerphone project. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

*Donna advised the Board that this was the billing for Powerphones software project. Cash moved to approve the invoice. David seconded.*

*No Public Comment*

*Unanimous Approval, Motion Carries*

- C. Review, discussion and approval of C.D.A.A.'s updated Personnel Policies. **PUBLIC COMMENT WILL BE TAKEN PRIOR TO ANY EXECUTIVE BOARD ACTION: ACTION ITEM**

*The updated personnel policies were presented to the Executive Board. Donna explained that they have already been submitted to Pool Pact and the Attorney for review. David moved to approve the updated personnel policies. Cash seconded.*

*No Public Comment*

*Unanimous Approval, Motion Carries*

## II. OLD BUSINESS

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

*Donna advised the Board that CDAA held interview for the open position of Dispatcher and that one applicant is in background. The Board was also advised that one Dispatcher trainee would be going out on leave soon, but it wouldn't affect the schedule. The Board was also advised that the Assistant Position was vacant due to the fact that Sherri resigned effective September 7, 2016 as per her email. Discussions of back filling the position or utilizing the Leads was discussed. Curtis advised the Board that implementing the Assistant Position was done when there were no Leads. It may not be necessary to fill the position. Hiring part time call takers was also discussed as a possibility, or adding another dispatcher to the floor. The Board would like to see the financial impact it would cause.*

## III. APPROPRIATIONS

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

*Cash moved to approve the warrants. David seconded.*

*No Public Comment*

*Unanimous Approval, Motion Carries*

## IV. PUBLIC HEARINGS

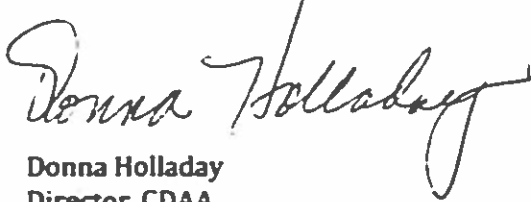
- B. Public comment period. **ACTION WILL NOT BE TAKEN**

*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,

A handwritten signature in black ink that reads "Donna Holladay". The signature is written in a cursive style with a large, looping initial 'D'.

Donna Holladay  
Director, CDAA