

# WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

## *Joint Operating Committee*

### **Draft of Minutes**

**Friday ~ October 17, 2014 ~ 10:00 a.m.  
Washoe County Administration Complex  
Building A – Second Floor Caucus Room  
1001 East Ninth Street, Reno, Nevada**

#### **1. CALL TO ORDER, ROLL CALL AND INTRODUCTION OF NEW MEMBERS [Non-action item]**

Chair Moore called the meeting to order at 10:05 a.m. A quorum was established.

**PRESENT:** Bryan Boren – Veterans Affairs; Mike Brown – North Lake Tahoe Fire Protection District; Paul Burr – Washoe County; Jamie Edrosa – Reno Tahoe Airport Authority; Adam Garcia – University of Nevada, Reno; Tom Garrison – City of Sparks; Denis Inda – Nevada Department of Transportation; Charles Moore – Truckee Meadows Fire Protection District; and Tracy Moore – Washoe County School District. Robert Chisel – City of Reno, joined the meeting at 10:28 a.m.

**ABSENT:** Lance Avansino – Reno Sparks Indian Colony; Valerie Barr – Reno Sparks Indian Colony; Andrew Clinger – City of Reno; Jeff Cronk – City of Sparks; David Curtis – Nevada Air National Guard; Steve Driscoll – City of Sparks; Andy Gebhardt – Truckee Meadows Water Authority; Mike Henry – Pyramid Lake Paiute Tribe; Jon Kelley – Washoe County School District; Patrick Kendrick – Drug Enforcement Administration; Chris Ketring – Sierra Fire Protection District/Truckee Meadows Fire Protection District; Dan Johnston – Truckee Meadows Community College; Tim Kuzanek – Washoe County; Arlen Melendez – Reno Sparks Indian Colony; Pat Nielson – Truckee Meadows Water Authority; Jackie Quintone – Reno Sparks Indian Colony; Jason Reynolds – Truckee Meadows Community College; Kevin Schaller – University of Nevada, Reno; Michael Scott – Reno Tahoe Airport Authority; Mike Shaffer – Washoe County School District; Ryan Sommers – North Lake Tahoe Fire Protection District; and Jason Trevino – Washoe County School District.

#### **2. PUBLIC COMMENTS [Non-action item]**

Robert Cox – Recording Secretary, drew attention to and apologized for an error on the next meeting date of the JOC (Joint Operating Committee), which will be held January 16, 2015, rather than December 19, 2014 as indicated in the agenda item.

#### **3. APPROVAL OF THE JULY 18, 2014, MINUTES [For possible action]**

***It was moved by Mike Brown, seconded by Denise Inda, to approve the July 18, 2014, minutes, as submitted. MOTION CARRIED.***

#### **4. CORRESPONDENCE [Non-action item]**

Chair Moore read correspondence (copy on file) from Sparks City Manager Steve Driscoll temporarily appointing Fire Chief Tom Garrison as an alternate to the 800 MHz JOC (Joint

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Operating Committee). Mr. Driscoll also indicated in the correspondence that he would be appointing a primary and an alternate before the next JOC meeting.

### 5. **NEVADA PUBLIC SAFETY COMMUNICATIONS COMMITTEE (NPSCC)** [Non-action item] – *An informal update and possible direction to staff on recent activities of the NPSCC.*

Mike Brown provided an overview of the two (2) NPSCC (Nevada Public Safety Communications Committee) meeting he had attended noting that he would forward the meeting agenda and minutes. The next NPSCC meeting is scheduled on October 21, 2014. Member Brown explained that the primary focus is on data driven process rather than radio communications. Member Brown noted that the federal government had earmarked \$7-billion for the FirstNet project and that Washoe County is well represented on the NPSCC with other agencies representing the rural counties.

Denise Inda noted that a webinar is available on FirstNet that may be of interest.

Member Brown stated he would forward the link to the group.

### 6. **SYSTEM WIDE RADIO TRAINING PROGRAM** [For possible action] – *A review, discussion and possible direction to staff on the development and funding for a System-wide Radio Training Program.*

Shawn Tayler – Regional Communications Coordinator, commented that he did not have an update on this agenda item.

Tracy Moore recalled that the 800 MHz Users Committee had suggested seeking funding for development of a training program for all users of the communications system.

Jake Conely noted that SOP's (Standard Operating Procedure) had been developed and that the discussions that led to the SOP's included the need to provide an operations guide and education to end users of the system. The intent is to seek the JOC's (Joint Operating Committee) guidance on how to proceed. Mr. Conely noted that there had been some discussion about UNR (University of Nevada, Reno) grad students providing assistance in the development of a training video.

Member Moore noted that the communications system is not being fully utilized or efficiently. Therefore, it is strongly recommended that a training program be developed that can be adapted to the needs of each member agency to assure that field personnel instinctively know where specific channels are located and how to use those frequencies during an incident such as an active shooter.

Stu Cronan – The Galena Group, Inc., noted that many users are unaware of how to move from one page to another nor is there a common understanding of the system's functionality and features. Mr. Cronan commented that the training needs to be tailored to each agency based on their specific operation. Of particular concern is that many agencies including end users and

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supervisors are unsure as to how to move from one page to another, which is problematic when multiple agencies respond to an incident.

Chair Moore recalled an incident in which he sought the assistance of a Washoe County Sheriff's Deputy on the use of the command channel.

Mr. Tayler explained that training videos had been done in the past. However, he is unsure what, if any, costs were involved. Mr. Tayler will research the production of training videos and bring the results back to a future meeting along with any funding request should additional funding be necessary.

Member Moore emphasized the communications capabilities that are not being fully utilized and the urgent need to provide end user training on use of handheld mobile radios.

No specific action was taken.

7. **FUNDING REQUEST FOR BI-DIRECTIONAL AMPLIFIER FOR J.A. NUGGET – (Sparks, Nevada)** [For possible action] – *A review, discussion and possible direction on the next steps on a request to fully or partially fund Bi-Directional (BDA) equipment and installation at the J. A. Nugget (Sparks, Nevada), including, but not limited to vendor responses, information on costs shared with the City of Sparks and/or J. A. Nugget, ongoing maintenance costs as well setting a potential precedent resulting in similar funding requests.*

There was no presentation on this item.

Chair Moore asked that this be continued to the January 16, 2015 meeting.

8. **WEDEKIND RADIO SITE** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request by the City of Sparks for assistance in the acquisition, development and future operations of a radio repeater site located on BLM (Bureau of Land Management) land. This site is located north of Wedekind Road and east of the Pyramid Highway and when completed will provide improved coverage for all agencies that operate in the Spanish Springs area including the Pyramid Highway corridor.*

Jake Conely - City of Sparks, suggested that the item be removed from future agenda's as several issues have been encountered that prevent the site acquisition from moving forward.

9. **PSLE AND PS EVENT CHANNELS FOR PLANNED AND UNPLANNED EVENTS** [Non-action item] – *An informational update and discussion of PSLE and PS Event Channels for planned and unplanned events.*

Shawn Tayler – Regional Communications Coordinator, commented that there had been some discussion and that he would have a more comprehensive update at the January 16, 2015 meeting.

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Tracy Moore drew attention to the Active Assailant Regional Plan noting that PSLE1 and PSLE 2 are reserved for multi-jurisdictional emergency response incidents, whereas PS Event channels are specifically for planned special events. Member Moore believes that this issue could also be addressed in a training video.

Robert Chisel – City of Reno, joined the meeting at 10:28 a.m.

- 10. UPDATE ON THE FISCAL YEAR 2013-2014 800 MHz COMMUNICATIONS SYSTEM END YEAR BUDGET** [For possible action] – *A review, discussion and possible action on the end of year Fiscal Year 2013-2014 budget balance to: 1) leave all or a portion of the approximately \$43,957.53 in the infrastructure account; or 2) apply all or a portion of the balance to current Fiscal Year 2014-2015 user contributions (in some form of refund).*

Shawn Tayler – Regional Communications Coordinator, outlined the agenda item noted that ±\$39,000.00 of the remaining balance was due to an insurance rebate.

***It was moved by Tracy Moore, seconded by Robert Chisel, to retain the \$43,957.53 in the infrastructure account. MOTION CARRIED.***

- 11. 800-MHz REGIONAL COMMUNICATIONS SYSTEM STATUS UPDATE** [For possible action] – *An informational update on the status of the communications system.*

Shawn Tayler – Regional Communications Coordinator, drew attention to the attached system report noting an increase in usage. Mr. Tayler commented that he believes the issues related to the 2013 series of lightning strikes had been resolved and that the SR10 VIDA (Voice, Interoperability, Data, and Access) system is being installed and integrated with the SR9 and EDACS (Enhanced Digital Access Communications System). It is expected that the installation will be completed by the end of November (2014). Mr. Tayler explained that a recommendation to install dissipaters on the tower had not been found to provide any real cost/benefit as the existing system had simply been overwhelmed by the magnitude and number of lightning strikes. However, opportunities to enhance the grounding system continue to be assessed.

- 12. 800-MHz REGIONAL COMMUNICATION SYSTEM: REMSA (Regional Emergency Medical Services Authority) Sponsorship:** [For possible action] – *A review, discussion and possible action/direction to modify the primary agency sponsorship of REMSA (Regional Emergency Medical Services Authority) use of the 800-MHz Washoe County Regional Communication System. UNR (University of Nevada, Reno) Police Services is seeking the change of sponsorship due to evolution of and need for additional agency banding beyond the original de facto agreement.*

Adam Garcia – Director UNR (University of Nevada, Reno) Police Services, provided a historical perspective on UNR's sponsorship of REMSA (Regional Emergency Medical Services Authority) on the WCRCS (Washoe County Regional Communications System) to provide direct communications during special events that can draw up to 40,000 individuals to the campus. Chief Garcia outlined the request by REMSA to install a base station at their dispatch center. Based on Chief Garcia's discussion of the request with other member agencies the request is being denied

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and UNR's sponsorship will be terminated as of the January 16, 2015, meeting. Chief Garcia submitted a copy of the correspondence being sent to REMSA today (October 17, 2014). Chief Garcia explained that his understanding is that REMSA must be sponsored as a WCRCS user and that REMSA had indicated they were seeking Washoe County's sponsorship.

Shawn Tayler – Regional Communications Coordinator, commented that he was not aware of any sponsorship request from REMSA and that under NRS (Nevada Revised Statutes) and the Washoe County District Attorney's Office, REMSA, as a private company, was not qualified to be a user of the system unless sponsored by a member agency. Mr. Tayler noted that he had been informed that REMSA has sought and been granted access to certain profiles by some member agencies.

Chair Moore recalled a previous statement by REMSA during the EMS (Emergency Medical Services) Study that indicated they were fine with the current platform. However, the Washoe County Board of Fire Commissioners expressed some concern about fire agencies being unable to communicate directly with REMSA.

Chief Garcia noted that the initial agreement had been specific to UNR events and that the current request goes far beyond what was originally approved.

Mike Brown noted that NLTFPD (North Lake Tahoe Fire Protection District) sponsors Carson City Fire on WCRCS to provide communications when needed. Member Brown emphasized that Carson City Fire covers all radio costs.

Chair Moore commented that would seem reasonable to have Washoe County sponsor REMSA and suggested a motion to approve Chief Garcia's request to end REMSA's sponsorship and authorize correspondence to REMSA to seek sponsorship by Washoe County.

Robert Chisel clarified that the intent is to drop UNR's sponsorship of REMSA at the end of the year (December 31, 2014).

Chief Garcia concurred.

***It was moved by Mike Brown, seconded by Denise Inda, to recognize UNR's (University of Nevada, Reno) intent to cease WCRCS (Washoe County Regional Communications System) sponsorship of REMSA (Regional Emergency Medical Services Authority) and authorize correspondence to REMSA to seek WCRCS sponsorship by another WCRCS agency. MOTION CARRIED.***

- 13. 800 MHz USERS COMMITTEE UPDATE** [For possible action] – *A review, discussion and possible direction on recent actions/recommendations of the 800 MHz Communications System Users Committee.*

There was no update provided.



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- 14. COMMUNICATIONS SYSTEM RADIO UPDATE** [For possible action] – *A review, discussion and possible direction to staff to work with NDOT (Nevada Department of Transportation), NV DPS (Nevada Department of Public Safety) and NV Energy on testing and evaluating possible new radio system technologies.*

Shawn Tayler – Regional Communications Coordinator, noted that he continues to work with NDOT (Nevada Department of Transportation) and NV Energy as the move towards the P-25 Phase 2 continues. A consultant has been engaged to reconcile the statewide information. It is hoped that an update will be available for the January 16, 2015, meeting. Mr. Tayler noted that the VIDA (Voice, Interoperability, Data, and Access) switch upgrade continues and will replace the two (2) that are the property of Washoe County.

There was no public comment.

No specific action was taken.

- 15. STATUS UPDATE ON AGENCY REVIEW OF THE PROPOSED INTERLOCAL AGREEMENT MODIFICATIONS** (Non-action item) – *An informational update of the approval process undertaken by member agencies WCRCS (Washoe County Regional Communications System) Interlocal Agreement.*

Shawn Tayler – Regional Communications Coordinator, noted that the BCC (Board of County Commissioners) and the TMFPD (Truckee Meadows Fire Protection District) Board of Fire Commissioners had approved the proposed agreement. However, the City of Sparks has not yet approved the Interlocal Agreement.

- 16. COMMUNICATIONS PLAN AND USE OF MUTUAL AID FREQUENCY DURING A SYSTEM FAILURE** (For possible action) – *A review, discussion and possible action to approve, deny or otherwise modify a recommendation by the 800 MHz Users Committee to approve an update to the SOG (Standard Operating Guidelines), including update on work done to date as well as goals and publication of the guide, that includes the Interlocal Agreement and rules for usage of the system as well as an inventory of command vehicles, other mobile equipment and protocols for deployment during critical emergency incidents for current and future users of the regional communications system.*

Jake Conely commented that the King Fire had precluded any further review and had been postponed to the next TAC (Technical Advisory Committee) meeting.

There were no public comments.

No specific action was taken.

- 17. REGIONAL COMMUNICATIONS, OPERATIONS AND COORDINATION TEAM** [Non-action item] – *An informational update on the development of a Regional Communications, Operations and Coordination Team.*

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There was no report.

### 18. EMERGENCY ITEMS [For possible action]

There were no emergency items.

### 19. 800 MHZ JOINT OPERATING COMMITTEE MEMBERS AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS [Non-action item] – *The next meeting of the 800 MHz JOC (Joint Operating Committee) is Friday, December 19, 2014.*

The December 19, 2014, meeting date on this agenda item is incorrect.

The next meeting of the 800 MHz JOC (Joint Operating Committee) will be Friday, January 16, 2015. The meeting agenda may include, but is not limited to: 1) Election of Officers: Chair, Vice-chair and Secretary; 2) Acceptance of the proposed 2015 meeting schedule: Friday, April 17, 2015; Friday, July 17, 2015 and Friday October 16, 2015; 3) Overview and discussion of the region's hospitals use of 800 MHz radios 4) Discussion and possible action on a list of proposed radio training topics and anticipated costs; 5) Consultant report on the future P25 Phase 2 communications system; and 6) Discussion about requirements for radio studies on large commercial structure during major renovations/remodels.

### 20. PUBLIC COMMENTS [Non-action item]

There were no public comments.

### 7. FUNDING REQUEST FOR BI-DIRECTIONAL AMPLIFIER FOR J.A. NUGGET – (Sparks, Nevada) [For possible action] – *A review, discussion and possible direction on the next steps on a request to fully or partially fund Bi-Directional (BDA) equipment and installation at the J. A. Nugget (Sparks, Nevada), including, but not limited to vendor responses, information on costs shared with the City of Sparks and/or J. A. Nugget, ongoing maintenance costs as well setting a potential precedent resulting in similar funding requests. [reopened]*

Jamie Edrosa noted that the RTAA (Reno Tahoe Airport Authority) had installed a BDA (Bi-Directional Amplifier) in the airport terminal, which has significantly improved radio strength. Mr. Edrosa expressed his appreciation to The Galena Group, Inc. and Shawn Tayler – Regional Communications Coordinator, for their assistance. Mr. Edrosa noted that RTAA will add four (4) additional BDA's in the future. Of particular concern is the continued lack of action on the request.

Tom Garrison noted that Police Chief Brian Allen had been working on this and that he will meet with him to determine if there is any additional information.

Mr. Edrosa noted that RTAA had used general funds for the original BDA to be installed at a cost of approximately \$50,000.00. Additional funding including the possibility of acquiring grants for six additional BDAs are currently being researched.

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Tracy Moore questioned whether existing building codes required a radio study when major modifications were permitted. Mr. Moore suggested that a discussion of a requirement for a radio study might be an appropriate agenda item. Mr. Moore pointed out that installation of a BDA had been completed at McQueen High School and that 700 MHz capabilities had been added as well.

## **21. ADJOURNMENT** [Non-action item]

Chair Moore adjourned the meeting at 10:59 a.m.