

WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

Joint Operating Committee

Minutes

Tracy Moore, Chair
Tim Leighton, Vice-chair
Robert Chisel, Secretary

**Friday ~ October 21, 2016 ~ 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 [Non-action item]

Secretary Chisel called the meeting to order at 10:00 a.m. A quorum was established.

PRESENT: Ed Atwell – University of Nevada, Reno; Craig Betts – Washoe County; Robert Chisel – City of Reno; David Curtis – Nevada Air National Guard; David Hunkup – Reno Sparks Indian Colony; Chris Ketring – Truckee Meadows Fire Protection District; Chris Maples City of Sparks; Pat Nielson – Truckee Meadows Water Authority; and Ryan Sommers – North Lake Fire Protection District. Jamie Edrosa – Reno Tahoe Airport Authority, joined the meeting at 10:02 a.m.

ABSENT: Brian Allen – City of Sparks; Charles Atkinson – Truckee Meadows Water Authority; Lance Avansino – Reno Sparks Indian Colony; Valerie Barr – Reno Sparks Indian Colony; Bryan Boren – Veterans Affairs; Adam Garcia – University of Nevada, Reno; Denise Inda – Nevada Department of Transportation; Reid Kaiser – Nevada Department of Transportation; Jon Kelley – Washoe County School District; Arlen Melendez – Reno Sparks Indian Colony; Charles Moore – Truckee Meadows Fire Protection District; Tracy Moore – Washoe County School District; David Paulon – Pyramid Lake Paiute Tribe; Don Pelt – Pyramid Lake Paiute Tribe; Jacqueline Quoetone – Reno Sparks Indian Colony; Mark Regan – North Lake Tahoe Fire Protection District; Jason Reynolds – University of Nevada, Reno; and Michael Scott – Reno Tahoe Airport Authority.

VACANT: Drug Enforcement Administration.

David Watts-Vial – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

Dave Hunkup asked that he be sent a listing of RSIC (Reno Sparks Indian Colony) members.

3. APPROVAL OF THE JULY 28, 2016, MINUTES [For possible action]

It was moved by David Curtis, seconded by Ed Atwell, to approve the July 28, 2016, minutes, as submitted. MOTION CARRIED.

David Watts-Vial – Deputy District Attorney, reminded Secretary Chisel to ask for public comments on each action item.

There was no public comment.

Jamie Edrosa – Reno-Tahoe Airport Authority, joined the meeting at 10:02 a.m.

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5. **NEVADA PUBLIC SAFETY COMMUNICATIONS COMMITTEE (NPSCC)** [For possible action] – *An informational update and possible direction to staff on recent activities of the NPSCC.*

Ryan Sommers noted that Mike Brown was also present and that there had not been a meeting of the NPSCC since the July meeting of the 800 MHz JOC. Mr. Sommers noted that the formal process of appointing him as the Washoe County representative of to the NPSCC is pending receipt of a letter that can be sent to the Governor's Office for approval. Mr. Sommers noted that the NPSCC is a Governor appointed board.

Mike Brown recalled that he had submitted a letter to this body removing himself from the NPSCC and that he will continue to serve as the representative until the issue is resolved.

During the discussion it was suggested that WCRCS staff submit the required correspondence thereby eliminating the need for a motion to direct the Chair to sign the correspondence.

6. **LID (Logical Identification Number) STATUS UPDATE** [For possible action] – **LID (Logical Identification Number) STATUS UPDATE** [For possible action] – *An ongoing review, discussion and possible recommendation to recommend that the 800 MHz Joint Operation Committee (JOC) approve, deny or otherwise modify recommendations to resolve LID issues with WCRCS (Washoe County Regional Communications System) Users.*

Quinn Korbolic – Washoe County Regional Services, commented that only one LID remains and that as LID's are released back to WCRCS that they are reissued for use by another radio.

Secretary Chisel noted that the City of Reno continues to seek ways in which to move certain staff members to other means of communications. Most recently a test of using Verizon was not successful. Staff continues to seek alternative means of communications to reduce the number of LIDs being used by the City of Reno.

There were no public comments and no specific action was taken.

7. **INFRASTRUCTURE CAPABILITY AND POTENTIAL COST OF GPS FEATURES IN RADIOS** [For possible action] *A review, discussion and possible direction to staff on infrastructure capability and potential costs for use of GPS features in radios.*

Quinn Korbolic – Washoe County Regional Services, commented that while the system is capable of supporting GPS, XG radios need a feature and/or hardware update at a cost of approximately \$625.00 per radio, but the XL200's are GPS capable.

Suzy Rogers – Reno PS Dispatch, explained that use of the Emergency Push to Talk activates a tone on all dispatch consoles having that specific talk group. However, dispatch does not track the radios.

Ed Atwell noted that vehicle tracking is a separate feature not associated with the radio.

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Jamie Edrosa commented that he had asked about the feature as the Reno Tahoe Airport Authority is seeking a way to track emergency vehicles on airport property and was informed that software is available for purchase that assists in locating radios by GPS.

There were no public comments or specific action taken.

8. 800-MHz REGIONAL COMMUNICATIONS SYSTEM PROJECTS UPDATE [Non-action item] – *An informational update on the status of the DC Conversion project for the communications system.*

Quinn Korbolic – Washoe County Regional Services, provided an update on the DC conversions noting that parts have been ordered to complete the Water Tank and Snowflake sites in the Lake Tahoe basin by Spring of 2017 as access to the sites becomes available.

There were no public comments.

9. NEVADA SHARED RADIO SYSTEM PROJECT UPDATE [For possible action] – *A review, discussion and possible direction to staff on the status of the project that Washoe County is working in partnership with NDOT (Nevada Department of Transportation) and NV Energy to evaluate technology and vendor options to meet the P25 communications standard.*

Quinn Korbolic – Washoe County Regional Services, noted that finalization of the governance and service level agreements between and among the partner agencies Washoe County, NDOT and NV Energy is underway and being reviewed by legal counsel. Once that is completed the agreements will go out for signature and the RFP released.

Responding to Secretary Chisel's inquiry about whether the 800 MHz JOC would have an opportunity to review the agreements before going to the BCC, Mr. Korbolic explained that he would defer to legal counsel due to the Non-Disclosure agreements in place.

David Watts-Vial – Deputy District Attorney, explained that it is unclear whether there is a requirement to seek input or approval from the 800 MHz JOC. However, Mr. Watts-Vial believes that would be a prudent course of action.

Ed Atwell commented that he does not believe it would make sense not to seek input from the 800 MHz JOC before submitting to the BCC as the partner agencies in the WCRCS fund the operation, maintenance and upgrades to the system.

Secretary Chisel stated that the level of cooperation among and between the WCRCS members is unparalleled and is an example of how local governments can work together.

Dave Hunkup asked that a copy of the Interlocal Agreement be provided.

Mr. Watts-Vial explained he would review the Interlocal agreement and bylaws to determine whether the agreement should come to this body.

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During the discussion it was pointed out that while Washoe County technically owns the systems, the Users fund and maintain the system.

There were no public comments.

- 10. ANTENNA SYSTEM REPLACEMENTS UPDATE** [For Possible Action] – *An informational update on the status of the WCRCS Site Antenna Infrastructure and a review, discussion and possible action on a plan to replace damaged and aging units.*

Quinn Korbolic – Washoe County, Regional Services, commented that there was no specific update at this time and that new antennas will be purchased to replace the aging equipment.

There were no public comments or specific action taken.

- 11. SYSTEM STATUS UPDATE** (Non-action item) – *An informational update on the operational status of the 800 MHz Communication System.*

Quinn Korbolic – Washoe County Regional Services, outlined the report noting that the green line represents 2016, which has experienced a substantial increase in push to talk. Mr. Korbolic also noted that some of the queuing peaks can be attributed to system maintenance caused by taking various portions of the system off-line for repair/maintenance. The queue quickly declines once the component is brought back on line.

There were no public comments.

- 12. APPROVE FUNDING FOR WCRCS TEAM OFFICE RENOVATION** [For possible action] *A review, discussion and possible action to approve funding for rehabilitation and renovation of new office space for the WCRCS team, not to exceed \$30,000.*

Quinn Korbolic – Washoe County, Regional Services, outlined the request that will expand work space for WCRCS staff in a building adjacent to their current location. The funding will be used to remove one wall, build a new one and add a security door. It is estimated that the total cost will not exceed \$30,000.00. A supplemental request will be submitted if costs are higher than anticipated. Mr. Korbolic pointed out that the building is owned by Washoe County, which charges a cost allocation per square foot.

During the discussion it was noted that there may be a need for additional information when seeking funding of this nature. Other discussion noted that Washoe County CSD (Community Services Department) had provided a quote of \$18,000.00 for the renovations being sought. The additional funds will be used to procure a generator as well as any unforeseen expenses. It was noted that the generator will be used in the event of a power outage, which happens infrequently. The intent is to secure a generator that is capable of a 3-day run. As the discussion continued it was pointed out that a UPS system designed for 8-hours coverage would cost as much as the generator. Other discussion pointed out that additional funding needs should be brought back to the JOC for approval along with supporting quotes and estimates.

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It was moved by Ed Atwell, seconded by David Curtis, to approve the request for the WCRCS (Washoe County Regional Communications System) Team Office Renovation at a cost not to exceed \$30,000.00, and that any additional funding for the project be brought back to the 800 MHz JOC, including support documentation.

Responding to Suzy Rogers' inquiry about using the radio building located above the Regional Dispatch and Operations Center during a power outage, Mr. Korbolic noted that that location is an alternate site in the event of a power outage.

David Watts-Vial – Deputy District Attorney, commented that the roles and responsibilities as covered in the WCRCS bylaws requires approval for operations and maintenance of the radio backbone with approval of capital outlay as shown in Exhibit b in excess of \$25,000.00.

It was noted during the discussion that the expansion would provide additional workspace for the administrator and others thus reducing the needs for visitors to use assigned workspace.

MOTION CARRIED.

13. SCHEDULE WCRCS BUDGET PLANNING [For discussion and possible action] – *A discussion and possible action to schedule a date prior to the next scheduled JOC meeting for a WCRCS Budget Planning Workshop or Special Meeting.*

Quinn Korbolic – Washoe County Regional Services, outlined the request to consider a special meeting to review the 2017-2018 budget before taking final action in January 2017. Mr. Korbolic noted that the next 800 MHz Users Committee meeting is Thursday, November 17, 2016. Typically the process is to have the 800 MHz Users Committee review the budget proposal before submitting a recommendation to the 800 MHz JOC.

Ed Atwell suggested that perhaps a subcommittee of member to review the proposed agenda would be beneficial rather than a special meeting of the 800 MHz JOC.

During the discussion it was noted the 800 MHz Users Committee had failed to reach a quorum in January 2016 and resulted in the 800 MHz JOC rescheduling their consideration to a special meeting after the 800 MHz Users Committee had convened their special meeting to review the budget. Other discussion pointed out that any Subcommittee of the 800 MHz JOC would be subject to the Nevada OML (Open Meeting Law). As the discussion continued it was pointed out that some members of the 800 MHz JOC are also member of the 800 MHz Users Committee and could provide detailed updates.

There were no public comments and no specific action was taken.

14. 2017 MEETING SCHEDULE [For possible action] – *A review, discussion and possible action to set the 2017 quarterly meeting scheduled to the fourth Friday of the first month of each quarter: 1) January 27, 2017; 2) April 28, 2017; 3) July 28, 2017; and 4) October 27, 2017.*

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A consensus was reached to change the October 27th meeting date to October 20th.

There were no public comments.

It was moved by Chris Ketring, seconded by Ryan Sommers, to approve the proposed 2017 quarterly meeting schedule with the modification of the October 27, 2017, meeting to be held on Friday, October 20, 2017. MOTION CARRIED

- 15. 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 scheduled for Friday, October 21, 2016. No discussion among Committee Members will take place on this agenda item.*

It was pointed out that the meeting date shown in the agenda item was incorrect the next meeting date will be Friday, January 27, 2017. The agenda may include, but is not limited to Election of Officer, and the 2017/2018 WCRCS budget.

- 16. PUBLIC COMMENTS** [Non-action item]

There were no public comments.

- 17. ADJOURNMENT** [Non-action item]

Secretary Chisel adjourned the meeting at 10:58 a.m.

AS APPROVED BY THE 800 MHz JOINT OPERATING COMMITTEE IN SESSION ON JANUARY 27, 2017.