

WASHOE COUNTY REGIONAL COMMUNICATION SYSTEM

800 MHz Radio System Joint Operating Committee

Tracy Moore, Chair
Charles Moore, Vice-chair
Ryan Sommers, Secretary

****Draft Meeting Minutes****

**Thursday, October 19, 2023
10:00 a.m.**

**Washoe County Administration Complex
1001 East Ninth Street, Reno, Nevada, 89512
Building A, Second Floor, Caucus Room**

This meeting was held at a physical location with a teleconference option.

Committee website: https://www.washoecounty.gov/technology/board_committees/800mhz_joc

Committee Members

Dave Cochran, City of Reno	Charles Moore, Truckee Meadows FPD
Craig Franden, City of Reno (Alternate)	Chris Ketring, Truckee Meadows FPD (Alternate)
Derek Keller, City of Sparks	Ian Dasmann, TMWA
Chris Crawforth, City of Sparks (Alternate)	Chuck Atkinson, TMWA (Alternate)
David Todd Curtis, Nevada Air National Guard	Ed Atwell, UNR/NSHE
Matthew Lund, Nevada Air National Guard (Alternate)	Jeremy Irwin, UNR/NSHE (Alternate)
Darin Tedford, Nevada Dept. of Transportation	Vacant, FBI
Seth Daniels, Nevada Dept. of Transportation (Alternate)	Vacant, US DEA
Ryan Sommers, North Lake Tahoe FPD	Bryan Boren, US Dept. of Veterans Affairs
Russ Barnum, North Lake Tahoe FPD (Alternate)	Ray Leal, US Dept. of Veterans Affairs (Alternate)
Don Pelt, Pyramid Lake Paiute Tribe	Jenn Felter, Washoe County
David Paulon, Pyramid Lake Paiute Tribe (Alternate)	Darrin Rice, Washoe County (Alternate)
Vacant, Reno-Sparks Indian Colony	Mark Mathers, Washoe County School District
Tracy Moore, Reno-Tahoe Airport Authority	Jon Kelly, Washoe County School District (Alternate)
Ben Carpenter, Reno-Tahoe Airport Authority (Alternate)	

Agenda

1. CALL TO ORDER AND DETERMINATION OF QUORUM [Non-Action Item]

The meeting was called to order at 10:00 a.m.

Present

- City of Sparks
 - Nevada Air National Guard
- Derek Keller
David Todd Curtis



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION

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|---|---|
| • Nevada Dept. of Transportation | Seth Daniels (arrived 10:17 a.m.) |
| • North Lake Tahoe Fire Protection District | Ryan Sommers |
| • Reno-Tahoe Airport Authority | Tracy Moore |
| • Truckee Meadows Fire Protection District | Charles Moore |
| • UNR | Ed Atwell |
| • US Dept. of Veterans Affairs | Bryan Boren |
| • Washoe County | Jenn Felter (arrived 10:06 a.m.) |
| • Washoe County School District | Jon Kelly; Mark Mathers (arrived at 10:13 a.m. to become primary) |

Absent

- City of Reno
- Pyramid Lake Paiute Tribe
- Truckee Meadows Water Authority
- Reno-Sparks Indian Colony (vacant)
- US DEA (vacant)
- US FBI (vacant)

Washoe County Deputy District Attorney Jen Gustafson was present.

2. INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT VIA TEAMS/TELEPHONE [Non-action item].

Washoe County Deputy District Attorney Jen Gustafson provided the instructions for providing public comment via Teams and telephone.

Committee members and members of the public may attend this meeting by teleconference via this Teams Meeting link Meeting ID: 280 946 222 923, Passcode: mdDBHU, or by telephone by dialing 775-325-0620 and entering Conference ID: 693 690 537#. Members of the public may submit public comment by either attending the meeting in person, attending the meeting via teleconference or attending by telephone only. To provide public comment via Teams, log into the Teams Meeting at the above link and utilize the "Raise Hand" feature during any public comment period. To provide public comment via telephone only dial 775-325-0620, enter conference ID: 693 690 537#, and press *5. Press *6 to mute/unmute.

3. PUBLIC COMMENT [Non-Action Item] – Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the 800 MHz Joint Operating Committee agenda. However, action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item. Comments are to be made to the 800 MHz Joint Operating Committee as a whole.

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Chair Moore noted the Great Shake Out was scheduled for 10:19 a.m. There was no additional public comment provided. None was received prior to the meeting.

- 4. APPROVAL OF THE AUGUST 3, 2023, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Ed Atwell, UNR, moved to approve the August 3, 2023, minutes as written. Todd Curtis, Nevada Air National Guard, provided the second. There was no response to the call for Committee or public comment. Upon a call for the vote, the motion carried unanimously.

- 5. SYSTEM STATUS UPDATE** [Non-Action Item] – An informational update and discussion on the operational status of the 800 MHz Communication System, including an update on recent maintenance, system disruptions, system usage, and system repairs. *Melissa Lawney, Washoe County Technology Services*

Quinn Korbolic and John Byerly, Washoe County Technology Services, reviewed the [presentation](#) (slides 2-6) providing an overview of LID and radio counts, purchases and requests; planned and unplanned outages, security cameras, and site and tower maintenance activities for both systems. A contractor has been brought on to assist with some site and tower maintenance. The Slide generator has been installed and is expected to be functional before winter. Structural inspections have been conducted on towers prior to winter. TSM support has been purchased.

[Seth Daniels, Nevada Department of Transportation, joined the meeting at 10:17 a.m.]

- 6. PRELIMINARY FISCAL YEAR 2024-2025 WCRCS (WASHOE COUNTY REGIONAL COMMUNICATIONS SYSTEM) BUDGET AND FISCAL YEAR 2024-2025 BUDGET REVIEW** [Non-Action Item] – A review and discussion of the Preliminary Fiscal Year 2024-2025 Budget and a review and discussion of the Fiscal Year 2024-2025 Budget including fund balances of the Operations, Infrastructure, and Expansion accounts.

Quinn Korbolic & Melissa Lawney, Washoe County Technology Services.

Quinn Korbolic, Washoe County Technology Services, reviewed the [staff report](#) and [presentation](#) providing an overview of the proposed FY2024-2025 Budget and budget growth over time. The per agency and final budget numbers are preliminary awaiting completion of a radio count audit and currently don't include a Cost of Living Allowance (COLA). There was a request to make budget information available sooner. A few different budget scenarios can be prepared if that would be helpful and agencies were invited to reach out with any agency-specific questions. It was suggested that this information also be discussed at the rescheduled P25 Joint Operating Committee meeting and the potential for input from the 800 MHz Users Committee.

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Budget Proposal Overview

- Total Operations Budget: \$2,075,468
 - Increase of \$263,738 or 14.6%
 - ~\$78k increase from salaries
 - \$15k increase from software licensing (asset management software)
 - \$20k increase general equipment – purchase of new Test set
 - \$29k increase in Capital Expenses – Generator, HVAC
 - Facility Maintenance/remediation – Virginia Peak remediation
 - Agency Radio Count: 7,224
 - Radio Count increase: 139
 - Operations Cost per radio: \$287.30
 - Staff recommends continued 10% Infrastructure Contribution
 - Total Cost/Radio: Operations Cost + 10% Infrastructure Contribution: **\$316.03/radio**
 - Operations Cost + 10% Infrastructure Contribution + P25 Infrastructure Debt Payment = **\$532.53/radio**

Budget Growth FY19-FY25

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Approved/Proposed	\$1,560,207.00	\$1,586,069.74	\$1,608,111.59	\$1,634,677.10	\$1,767,289.19	\$1,812,813.37	\$2,075,469.23
Plan	\$1,577,993.19	\$1,597,016.81	\$1,630,634.67	\$1,653,995.00	\$1,880,097.87	\$1,927,230.44	\$2,075,469.23
Percent Change Approved		1.66%	1.39%	1.65%	8.11%	2.58%	14.49%
Percent Change (Plan budget)		1.21%	2.11%	1.43%	13.67%	2.51%	7.69%
Cost per Radio	\$260.25	\$259.88	\$252.06	\$251.74	\$257.00	\$255.71	\$287.30
Radio Count	5,995	6,103	6,380	6,493	6,876	7,085	7,224

↑
Added 1 FTE

7. **WASHOE COUNTY REGIONAL COMMUNICATION SYSTEM REPLACEMENT OF VIRGINIA PEAK & PEAVINE PEAK HVAC UNITS** [For Possible Action] –Discussion and possible approval of funding to replace the Heating, Ventilation, Air Conditioning (HVAC) units at both Virginia Peak and Peavine Peak communication sites at a cost not to exceed \$55,000 for each location. The total cost to replace both units shall not exceed \$110,000. *Melissa Lawney, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, reviewed the [presentation](#) (slides 9-12) and [staff report](#) providing an overview of the request. John Rees and John Byerly, Washoe County Technology Services, were able to confirm the existing systems were approximately 12 years old and not in the best shape, parts are not available. Additionally, the existing systems will not provide the capacity necessary for the move to the P25 system. There is an immediate need for Virginia Peak and Peavine would be critical before next summer especially if additional

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winter damage were to occur; there is a 14-20 week lead time and access would be based on snow level. It was clarified that they are recycling units not bringing in air from outside. There was considerable concern with the potential that Peavine would not be fully operational and the possible loss of service for tribal partners. In response to a question, Mr. Byerly shared Peavine is the primary for the WC metro-simulcast works in conjunction with Red Peak and provides coverage into the North Valleys. The simulcast system has a synchronism shelf that is of concern and being able to maintain the simulcast system.

There was discussion of the other potential funding considerations, the infrastructure fund balance and how much could be reallocated, if necessary. Mr. Korbolic shared there was approximately \$225,000 in the infrastructure cash account though that may not have been budgeted to be available. There was a request to see a breakdown of expenditures from the Infrastructure account and an update on the progress at the next 800 MHz Users meeting.

Shawn Tayler, Washoe County resident, expressed agreement with the urgency to replace the equipment for the Peavine site. He questioned whether costs for transport and installation were included in the estimates. It was clarified those would be separate and it would be planned to cover those using the Operations budget. The equipment size and weight can be accommodated by a snowcat.

There was no further response to the call for public comment and there was no further committee discussion. Ed Atwell, UNR, moved to approve the funding to replace the Heating, Ventilation, Air Conditioning (HVAC) units at both Virginia Peak and Peavine Peak communication sites at a cost not to exceed \$55,000 for each location with the total cost to replace both units shall not exceed \$110,000. Jenn Felter, Washoe County, provided the second. Upon a call for a vote, the motion carried unanimously.

- 8. WASHOE COUNTY REGIONAL COMMUNICATION SYSTEM REPLACEMENT OF FOX MOUNTAIN GENERATOR** [For Possible Action] –Discussion and possible approval of funding to replace the generator at Fox Mountain communication site at a cost not to exceed [\$65,000].
Melissa Lawney, Washoe County Technology Services

Quinn Korbolic, Washoe County Technology Services, reviewed the [presentation](#) (slides 13-16) and [staff report](#) providing an overview of the request. Similar to the Slide Mountain generator failure, when this one is needed, it can't be started remotely and isn't starting automatically. The replacement would also help standardize the generator equipment across the sites. There is a considerable lead-time for these so the approach would be to procure this fiscal year and install next summer.

There was no response to the call for public comment and there was no further committee discussion. Jenn Felter, Washoe County, moved to approve the funding to replace the generator at Fox Mountain communication site at a cost not to exceed [\$65,000]. Mark Mathers, Washoe County School District, provided the second. Upon a call for a vote, the motion carried unanimously.

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- 9. 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 January 25, 2024.

- 800 MHz budget updates
- Replacement Schedule/Roadmap for sites
- P25 construction updates (quarterly)

- 10. PUBLIC COMMENT** [Non-Action Item] – Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the 800 MHz Joint Operating Committee agenda. Comments are to be made to the 800 MHz Joint Operating Committee as a whole.

Tracy Moore, Reno-Tahoe Airport Authority, shared the incorrect agenda had been posted for the P25 Joint Operating Committee, and it was requested to reschedule that meeting within the next 45 days.

- 11. ADJOURNMENT** [Non-Action Item]

The meeting was adjourned at 11:11 a.m.