

WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

800 MHZ USERS COMMITTEE

MINUTES

Thursday ~ January 16, 2014 ~ 10:00 a.m.

**REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA**

1. CALL TO ORDER, ROLL CALL AND INTRODUCTION OF NEW MEMBER (Non-action item)

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

PRESENT: Steve Baker – Truckee Meadows Water Authority; Bryan Boren – Veterans Affairs, Police; Richard Brooks – Nevada Department of Transportation; Richard Burger – Nevada Department of Transportation, Department of Public Safety; Jake Conely – City of Sparks; David Curtis – Nevada Air National Guard; Mike Henry – Pyramid Lake Paiute Tribe; Jon Kelley – Washoe County School District; Tim Leighton – Sierra Fire Protection District; Duane Meyer – Washoe County Sheriff's Office; Thomas Moore – Nevada Department of Transportation; Tracy Moore – Washoe County School District; Jason Reynolds – Truckee Meadows Community College; Mike Shaffer – Washoe County School District; and Ryan Sommers – North Lake Tahoe Fire Protection District.

ABSENT: Ed Atwell – University of Nevada, Reno; Mike Brown – North Lake Tahoe Fire Protection District; Jeff Byrne – North Lake Tahoe Fire Protection District; Geoff Daorno – Truckee Meadows Water Authority; Pat Dyer – City of Sparks; Peter Enscoe – Reno sparks Indian Colony; Clay Griffin – Washoe County Sheriff's Office; Carrie Guedea – Reno Tahoe Airport Authority; Greg Herrera – Washoe County Sheriff's Office; Daniel Johnson – City of Reno; Dan Johnston – Truckee Meadows Community College; Patrick Kendrick – Drug Administration; Chris Ketrings – Sierra Fire Protection District/Truckee Meadows Fire Protection District; Rob Larson – City of Reno; Pat Lee – Washoe County Sheriff's Office; Anthony Masten – Nevada Air National Guard; Remy Mauro – Reno Tahoe Airport Authority; Ken Moen – Reno Tahoe Airport Authority; Pat Nielson – Truckee Meadows Water Authority; Todd Renwick – University of Nevada, Reno; Jason Trevino – Washoe County School District; and Teresa Wiley – City of Sparks.

Terry Shea – Deputy District Attorney, joined the meeting at 10:04 a.m.

2. PUBLIC COMMENTS (Non-action item)

There were no public comments.

3. ELECTION OF OFFICERS: 1) Chair; 2) Vice-chair; and 3) Secretary

Chair Sommers opened the nominations for the Chair.

Duane Meyer nominated Ryan Sommers to serve as Chair. Jake Conely seconded the nomination.

Chair Sommers accepted the nomination.

The nomination to elect Ryan Sommers as Chair of the 800 MHz Users Committee carried.

Terry Shea – Deputy District Attorney, joined the meeting at 10:04 a.m.

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Chair Sommers opened nominations for Vice-chair.

Duane Meyer nominated Tracy Moore to serve as Vice-chair. Jake Conely seconded the nomination.

Tracy Moore accepted the nomination.

The nomination to elect Tracy Moore as Vice-chair of the 800 MHz Users Committee carried.

Chair Sommers opened the nomination for Secretary.

Tracy Moore nominated Duane Meyer to serve as Secretary. Jake Conely seconded the nomination.

Duane Meyer accepted the nomination.

The nomination to elect Duane Meyer as Secretary of the 800 MHz User Committee carried.

4. APPROVAL OF NOVEMBER 21, 2013 MINUTES (For possible action)

It was moved by Duane Meyer, seconded by Tracy Moore, to approve the November 21, 2013, minutes, as submitted.

Hearing no public comment or board discussion, Chair Sommers asked for a motion.

MOTION CARRIED.

5. CORRESPONDENCE (Non-action item)

Duane Meyer noted that Wayne Yarbrough had retired from the Washoe County Sheriff's Office and that Russ Pederson had been promoted and that Gregg Herrera and Pat Lee had been appointed to the 800 MHz Users Committee.

6. FISCAL YEAR 2014-2015 800 MHz OPERATIONS AND MAINTENANCE BUDGET [For possible action] – *A review, discussion and possible action to recommend that the Joint Operating Committee (JOC) approve, deny or otherwise modify the proposed Fiscal Year 2014-2015 Operations and Maintenance Budget.*

Shawn Tayler – Regional Communications Coordinator, provided an overview of the 2014-2015 800 MHz Operations and Maintenance Budget noting that increased costs are reflective of the spare parts expenses as the communications infrastructure continues to age. Additionally, there is a need to begin setting aside funds for the P-25 second generation digital system along with additional monies for equipment upgrades and replacement parts for the existing system.

Hearing no public comment or board discussion, Chair Sommers asked for a motion.

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It was moved by Jake Conely, seconded by Duane Meyer, to recommend that the 800 MHz Joint Operating Committee approve the 2014-2015 Operations and Maintenance budget. MOTION CARRIED.

- 7. PS FIRE 1 AND ITS REQUIREMENT ON THE FIRST PAGE** [For possible action] – *A review, discussion and possible recommendation to recommend that the 800 MHz Joint Operation Committee (JOC) approve, deny or otherwise modify a recommendation to place PS Fire1 on the first page in the 16th position, of Law Enforcement radios. [continued from November 21, 2013]*

Tracy Moore – Washoe County School District, recalled previous and ongoing discussions after the shooting at the Sparks school and more recently the Renown shooting, about law enforcement having PS LE1 on the first page of their radios. Mr. Moore noted that while it is rare that law enforcement and fire personnel are working the same incident, there is a need to have a mutual aid page so that multiple agencies can respond to and assist with large scale incidents. Mr. Moore recommended that all law enforcement agencies have PS LE1 on the first page of their radios.

Shawn Tayler – Regional Communications Coordinator, noted that the topic had been part of the after-action discussions after the two incidents and that there appears to be a reluctance to use PS FIRE1 by law enforcement. Mr. Tayler recommended that perhaps fire personnel should retain PS FIRE1 on the first page of their radios, with law enforcement having PS LE1 in the 16th position on their radios. As the communications system administrator Mr. Tayler emphasized that he does not have a specific position on the location of various talk groups and pointed out that it would be logical to have the emergency channel used by either law enforcement or fire agencies in the last position on the first page. This allows a field officer to quickly move to the emergency channel without having to look at the radio. Mr. Tayler explained that he would defer to the 800 MHz Users Committee decision and work with member agencies to schedule any necessary changes.

Duane Meyer noted that he believes law enforcement personnel may find the use of PS FIRE1 somewhat “scary” and pointed out that PS LE1 has been in place since the inception of the 800 MHz system. Mr. Meyer noted that responding agencies use their own channels from the incident command center and that the location of PS LE1 in the last position on law enforcement radios would help in maintaining public and first responder safety.

Tim Leighton concurred with Mr. Meyer noting that there had been significant discussion about this issue during the rebanding, when it was decided that PS FIRE1 should be in its current location. However, Mr. Leighton does not foresee any issue by allowing law enforcement to have a different channel on their first page. Mr. Leighton pointed out that in a major incident the region’s responders could not operate on a single frequency and that additional training for fire and law enforcement personnel may be needed.

Jake Conely commented that Mr. Leighton made good points noting that a command channel is set-up when wildfires occur. Mr. Conely noted that the command channels are limited to only a few individuals with others using tactical channels. Mr. Conely commented that the region’s fire agencies share channels and talk groups and suggested that perhaps a renaming of PS FIRE1 and 2 might be an option.

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Chair Sommers concurred with comments made by Mr. Leighton and that multiple agencies cannot use a single channel. Chair Sommers also believes that any renaming of existing channels may be a topic of discussion at a future meeting and drew attention to correspondence received from the Washoe County Sheriff's Office seeking a policy change.

Captain Pat Lee – Washoe County Sheriff's Office, noted that dispatch centers had been overwhelmed with 911 calls with both the Sparks School and Renown shooting incidents, which had caused some delay. Captain Lee believes there is a need to have an ability for Washoe County to bring in Reno and Sparks and other agencies to develop a plan that does not result in too many emergency responders, which creates chaos. Captain Lee stated he is looking for ways to provide better real time responses and management of an incident until it becomes safe.

Chair Sommers noted that this, in his opinion, dovetails into the talk group discussion and may need to be placed on a future agenda. Chair Sommers suggested a motion on how to handle the channel and expressed his belief that this did not need to be taken to the JOC (Joint Operating Committee) since it is a user rather than administrative issue.

Mr. Tayler explained that it is his understanding that the 800 MHz Users Committee is within its purview to modify the channel layouts and believes there are several suggestions to consider: 1) channel placement on page 1 for law enforcement and fire; 2) break-up of overlapping channels; and 3) development of a channel for interaction between and among fire and law enforcement.

Mr. Conely suggested a small working group that includes, fire, law enforcement, school personnel and others to work through the issues and nomenclature and bring a recommendation to this body at the March 20, 2014, meeting.

Mr. Leighton noted his concern about having to switch between various pages.

Mr. Moore suggested the relocation of PS LE1 to the 16th position on page 1 of law enforcement radios.

It was moved by Tracy Moore, seconded by Duane Meyer, to move PS LE1 to position 16 on all law enforcement radios.

Richard Burger commented that NDOT (Nevada Department of Transportation) has PS LE1 in the 15th position on their radios.

Mr. Conely reiterated his suggestion to revisit the use of talk groups and development of rules, regulations and SOP's (Standard Operating Procedure). Mr. Conely suggested that the groups meet to discuss operational issues and the use of PS LE1 during a major incident.

MOTION CARRIED.

Chair Sommers suggested a future agenda item on the appointment of a technical committee to review the issues.

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Mr. Tayler explained that he believes this meets the needs of the group and pointed out that channel placement is at the discretion of each agency.

8. AUDIO LEVEL DISCREPANCIES BETWEEN FIELD UNITS AND THEIR DISPATCHERS

[For possible action] – *A review, discussion, and possible direction to staff concerning wide variations in audio levels on the system between field units and dispatch operators.* [continued from November 21, 2013]

Shawn Tayler – Regional Communications Coordinator, noted that there had been some discussion about low audio levels with law enforcement and some fire agencies. Mr. Tayler noted that there is a tendency on the portable radios to increase volume, which then results in dispatch center calls coming in very loudly. Mr. Tayler explained that proper radio etiquette requires that the user have the microphone not more than two (2) inches from their mouth when speaking. While the communications systems automatically provides some gain control, the person facing away from or leaving the microphone on a shoulder lapel will be difficult to hear. Mr. Tayler noted that once the region converts to the newer digital system, there will be no automatic gain control. Of particular concern is the potential to cause harm to an officer or other user by not using the microphone properly.

9. 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.* [continued from November 21, 2013]

Shawn Tayler – Regional Communications Coordinator, noted that only 84 LID's (Logical Identification Number) were available for use as of this morning (January 16, 2014). Mr. Tayler emphasized that LID's that are not assigned or in use are already in the pool of available LID's and asked that member agencies review their radio list and return unused or broken radios so that the LID can be reissued.

10. SUGGESTED MODIFICATIONS TO THE INTERLOCAL AGREEMENT (For possible action) – *A review, discussion and possible direction and or recommendation to the Joint Operating Committee on suggested modifications to the existing Interlocal Agreement.* [continued from November 21, 2013]

Chair Sommers outlined the agenda item and noted that he had met with Shawn Tayler and Deputy District Attorney Terry Shea on Monday, January 13, 2014.

Shawn Tayler – Regional Communications Coordinator, noted that the revisions to the Interlocal Agreement had been done over the past several months and that the latest draft had been forwarded to member agencies earlier today (January 16, 2014). Mr. Tayler explained that the governing bodies of the original signers of the agreement would review and take final action based on input provided by the 800 MHz Users and 800 MHz JOC (Joint Operating Committee) recommendations.

Terry Shea – Deputy District Attorney, noted that once approved the Interlocal Agreement would cover the next 25-years. Therefore, it is critical that this is an opportunity for member agencies to

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review and make comment on the agreement before it is sent to the original signers for final adoption. The six agencies are: City of Reno, City of Sparks, Washoe County, Washoe County School District, Truckee Meadows Fire Protection District and NDOT (Nevada Department of Transportation). The original document was adopted in October 1999 and that other member agencies were added or sponsored after that time.

During a brief discussion it was suggested that the original document with track changes be provided along with the original and revised draft document (copies on file). Other discussion recommended that any suggested modifications be provided to Shawn Tayler no later than March 7, 2014.

It was moved by Tracy Moore, seconded by Jake Conely, to request that all member agencies review the draft document and provide input to a member of this body no later than 5:00 p.m., March 7, 2014.

Mr. Tayler noted that some modifications resulted from the negotiations with the Veterans Administration on items that were outdated.

MOTION CARRIED.

- 11. AREAS OF LIMITED COMMUNICATIONS** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a proposal to secure a cost estimate to conduct a study of options to address communications coverage issues.*

Shawn Tayler – Regional Communications Coordinator, noted that there was little to update since the November 21, 2013, meeting and that surveys had been delayed somewhat do to winter weather conditions. It is expected that the surveys will continue with a more in-depth update at the March 20, 2014, meeting.

Tracy Moore stressed the importance of coverage in the southern areas of Red Rock Road noting that Washoe County Sheriff's Office and fire agencies have experienced a lack of coverage.

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

Shawn Tayler – Regional Communications Coordinator, drew attention to the system status update attached to the agenda noting that the operation is operating within normal operating parameters. However, two (2) of the older UPS (Uninterrupted Power Source) units are developing issues due to age (installed in 2001 and 2002). Mr. Tayler pointed out that only four (4) sites have not been converted to the DC (Direct Current). The intent is to convert the last of the core sites to DC back-up in the next fiscal year with the remaining three (3) located in the Lake Tahoe basin will be converted in the future and are less expensive. The critical unit to convert is at the Red Peak site.

- 13. NEVADA COMMUNICATIONS STEERING COMMITTEE** [For possible action] – *An ongoing review, discussion and possible recommendation to the 800 MHz Joint Operating Committee 2(JOC) on recent activities of the Nevada Communications Steering Committee and the Statewide Communications Interoperability Report being prepared by their consultant. Minutes of NCSC meetings can be found at: <http://dem.nv.gov/NCSC/NCSC/>.*

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There was no update.

- 14. 800 MHz REBANDING PROCESS AND MANAGEMENT PLAN** (Non-action item) – *An informational report on the final stages of the rebanding of 800 MHz frequencies.*

Shawn Tayler – Regional Communications Coordinator, noted that final paperwork had been submitted to the attorney and that a final report should be available at the March 20, 2014, meeting.

- 15. CO-LOCATION SERVICES AT THE FOX MOUNTAIN SITE** [For possible action] – *An ongoing review, discussion and possible action to recommend that the 800 MHz Joint Operating Committee (JOC) approve, deny or otherwise modify the Allied Nevada Gold Corporation's request for use of WCRCS (Washoe County Regional Communications System) generated power for the Fox Mountain Repeater site building and antenna tower.*

Shawn Tayler – Regional Communications Coordinator, noted that the agreement to use the Washoe County building located at the site had ended on December 31, 2013. Although the Allied Nevada Gold equipment was to have been relocated to their new site by the end of 2013, the equipment is still on-site and drawing power from WCRCS (Washoe County Regional Communications System).

- 16. NEVADA DISPATCH INTERCONNECT PROJECT UPDATE** [Non-action item] – *An informational update on the Nevada Dispatch Interconnect Project.*

Chris Magenheimer noted that he had been working with Shawn Tayler and Sierra Electronics and will bring Lyon County online later this month (January). Additionally, Douglas County is ready to come online with some minor issues with the Carson City tie-in from the Court House to the Carson Dispatch center, which will tie to the Quad County Microwave.

- 17. COMMUNICATIONS SYSTEM AND RADIO UPDATE** [For possible action] – *A review, discussion and possible direction to staff on the change-over to newer technology radio system and radios as current models are being phased out.*

Shawn Tayler – Regional Communications Coordinator, recalled the events of the past year and their impact on the aging infrastructure. Mr. Tayler explained that he has been in discussion with Harris Electronics about upgrading dispatch console capacity that will support the current EDACS (Enhanced Digital Access Communications System) system as well as the future P-25 Phase 2. It is hoped that a full proposal, including cost estimates will be available for the March 20, 2014, meeting.

No specific action was taken.

- 18. COMMUNICATIONS PLAN AND USE OF MUTUAL AID FREQUENCY DURING A SYSTEM FAILURE** (For possible action) – *Technical Working Group review and update on SOG (Standard Operating Guidelines), including update on work done today 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.*

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Jake Conely noted that the Technical Working Group would meet at The Galena Group offices at 2:00 p.m., January 28, 2014.

No specific action taken

- 19. 800 MHZ USERS COMMITTEE MEMBER/STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** (Non-action item) – *No discussion among 800 MHz Users Committee members will take place on this item. The next regular meeting is scheduled on March 20, 2014.*

The March 20, 2014, meeting may include, but is not limited to: 1) Wedekind Road site; 2) appointment of a working group to discussion radio uses and talk groups during major incidents.

20. PUBLIC COMMENTS (Non-action item)

Shawn Tayler – Regional Communications Coordinator, introduced Bryan Boren – Veterans Administration Police.

Chair Sommers welcomed Mr. Boren.

Tracy Moore noted that the McQueen High School had issued a contract to install a bi-direction amplifier from Nelson Electric using Tessco hardware and would be installed by the end of January (2014).

Jake Conely outlined issues that Sparks Fire had identified with the 7270 series radios as the speaker microphones purchased from Stone Mountain are not compatible with the 7200 series radios. Additionally, some issues have also been identified with batteries with a barcode of 1511-9 and tend to cause a warbling sound in the radio. Honeywell has indicated they would replace the batteries.

Mr. Tayler noted that a software upgrade will affect the 7200, 7300 and XG-75 model radios and should be available for testing around the end of January (2014). Mr. Tayler asked for volunteers to participate in a test of the update in early February (2014).

Bryan Boren – Veterans Administration Police, Nineteen (19) Officers, and seven (7) Facilities located in Reno, Sparks, Fallon, Minden and Winnemucca, Nevada as well as Susanville and Auburn, California.

21. ADJOURNMENT (Non-action item)

Chair Sommers adjourned the meeting at 11:14 a.m.

AS APPROVED BY THE 800 MHz USERS COMMITTEE IN SESSION ON MARCH 20, 2014.