

WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

800 MHZ USERS COMMITTEE

Draft of Minutes

Thursday ~ September 18, 2014 ~ 10:00 a.m.

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

1. CALL TO ORDER AND ROLL CALL (Non-action item)

Vice-Chair Moore called the meeting to order at 10:04 a.m. A quorum was established.

PRESENT: Bryan Boren – Veterans Affairs; Jeff Byrne – North Lake Tahoe Fire Protection District; Richard Burger – Nevada Department of Transportation, DPS; Jon Kelley – Washoe County School District; Rob Larson – City of Reno; Anthony Masten – Nevada Air National Guard; Duane Meyer – Washoe County Sheriff's Office; Tracy Moore – Washoe County School District; Jason Reynolds – Truckee Meadows Community College; Kevin Schaller – University of Nevada, Reno; Mike Shaffer – Washoe County School District; and Teresa Wiley – City of Sparks;

ABSENT: Lance Avansino – Reno Sparks Indian Colony; Steve Baker – Truckee Meadows Water Authority; Richard Brooks – Nevada Department of Transportation; Mike Brown – North Lake Tahoe Fire Protection District; Bonnie Conder – Reno Tahoe Airport Authority; Jake Conely – City of Sparks; David Curtis – Nevada Air National Guard; Geoff Daorno – Truckee Meadows Water Authority; Pat Dyer – City of Sparks; Clay Griffin – Washoe County Sheriff's Office; Ray Guzman – Reno Tahoe Airport Authority; Mike Henry – Pyramid Lake Paiute Tribe; Greg Herrera – Washoe County Sheriff's Office; Daniel Johnson – City of Reno; Dan Johnston – Truckee Meadows Community College; Patrick Kendrick – Drug Enforcement Administration; Chris Ketring – Sierra Fire Protection District; Pat Lee – Washoe County Sheriff's Office; Tim Leighton – Truckee Meadows Fire Protection District; Charles Moore – Truckee Meadows Fire Protection District; Thomas Moore – Nevada Department of Transportation; Tom Nelson – Reno Tahoe Airport Authority; Todd Renwick – University of Nevada, Reno; Ryan Sommers – North Lake Tahoe Fire Protection District; and Jason Trevino – Washoe County School District.

Terry Shea – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS (Non-action item)

Adam Garcia - UNR (University of Nevada, Reno) Police Chief, outlined UNR's previous REMSA (Regional Emergency Medical Services Authority) sponsorship that brought REMSA onto WCRCS (Washoe County Regional Communications System). Chief Garcia explained that REMSA had been provided handheld radios as well as access to a wide variety of talk groups. Most recently REMSA has approached UNR with a request to authorize the installation of a base station at the REMSA dispatch center. Chief Garcia noted that his discussions with others have indicated both positive and negative response to the request. Therefore, Chief Garcia asked that a future agenda item be added to provide a broader base upon which to base approval or denial of the REMSA request.

Responding to Terry Shea – Deputy District Attorney's inquiry about whether the discussion of the REMSA request should occur at the 800 MHz users group or internally, Shawn Tayler – Regional Communications Coordinator, explained that discussions are already underway and pointed out that UNR, in his opinion, is seeking a broader base discussion of options, which he believes is appropriate for this body.

800 MHz Communications System Users Committee – Draft of Minutes

September 18, 2014

Page 2 of 6

Aaron Abbot – REMSA, explained that the request is to improve interoperability between REMSA and other public safety agencies responding to the same incidents.

3. APPROVAL OF JULY 17, 2014 MINUTES (For possible action)

It was moved by Duane Meyer, seconded by Teresa Wiley, to approve the July 17, 2014, minutes, as submitted. MOTION CARRIED.

4. CORRESPONDENCE (Non-action item)

There was no correspondence.

5. REGIONAL END USER RADIO TRAINING PROGRAM [For possible action] – *A review, discussion and possible action to recommend that the 800 MHz JOC (Joint Operating Committee) authorize the development of a Regional End User Radio Training Program for all agencies using WCECS (Washoe County Regional Communications System).*

Shawn Taylor – Regional Communications Coordinator, provided an overview of the item noting that the intent is to seek input from member agencies on the type of media (video, written, etc.) as well as the scope and frequency of training. Mr. Tayler pointed out that in “real time” some end users are not fully versed on the capabilities of the radio and how to access emergency channels.

Gwen Brandenburg - Galena Group, Inc., noted that one idea had been to develop a series of short videos that could be used during staff briefings or made available using smartphone apps and/or internet sites. Ms. Brandenburg noted that another idea had been to seek assistance from UNR (University of Nevada, Reno) students with media background to develop for assistance in development of the training videos.

Mr. Tayler explained that he is seeking input from member agencies with the intent of moving the matter forward to the JOC (Joint Operating Committee) for further direction on an outline of a regional training program.

Vice-chair Moore commented that he believes the intent is to make a recommendation to the JOC (Joint Operating Committee) to develop a technical team to develop a training program and provide necessary funding.

Duane Meyer commented that he does not see the need to seek funding from the JOC and questioned whether there was sufficient information available to bring a training program to the JOC.

Deputy District Attorney Terry Shea asked whether that was sufficient information to bring forward to the JOC.

Mr. Tayler noted that there are known issues with end users of the radio system that needs to be addressed. The intent is to find ways to reduce confusion for end users and management on the use of the radios and system functionality during system outages or major incidents.

800 MHz Communications System Users Committee – Draft of Minutes

September 18, 2014

Page 3 of 6

During the discussion it was pointed out that Washoe County Sheriff's Office Patrol Division has implemented training such that officers now have hands on training so that when the need arise the necessary actions come naturally.

Vice-chair Moore explained that he would take an informational update to the JOC and seek their guidance on development of a regional training program that has the support of member agencies.

Suzy Rogers – Reno ECOMM (Emergency Communications Center), suggested that perhaps an agreement upon becoming a partner agency make it incumbent of members to provide training for end users to avoid confusion as to what channels are available in the event of a system failure. Ms. Rogers pointed out that existing information in some cases was several years old and in need of an update. Additionally, channel assignments need to be standardized.

Vice-Chair Moore stated that he would take the information to the JOC and seek their guidance on how to move forward.

No specific action taken.

- 6. 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, explained that the number of available LIDs as of today (September 18, 2014) stood at 62. Mr. Tayler noted that a separate agenda item would address what steps should be taken to recover LIDs from inactive radios. Mr. Tayler explained that he had limited success in having LIDs relinquished.

Responding to Duane Meyer's inquiry bout whether a system upgrade (P-25 Phase 2) would have any impact on the number of available LIDs, Mr. Tayler that there will be some additional LIDs but as the system transitions from the current EDACS (Enhanced Digital Access Communications System) to the P-25 an LID will be required to provide the gateway link between the two (2) systems, which will further effect the limited number of available LIDs.

No specific action taken.

- 7. AUTHORIZATION OF CORRESPONDENCE TO WCRCS (Washoe County Regional Communications System) MEMBER AGENCIES TO REMOVE INACTIVE LID'S (Logical Identification Number)** [For possible action] – *A review, discussion and possible action to recommend that the 800 MHz JOC (Joint Operating Committee) approve, deny or otherwise modify proposed correspondence advising WCRCS (Washoe County Regional Communications System) member agencies of the intent to remove LID's (Logical Identification Number) that have been inactive for one year or more to free up unused LID's for use by other agencies.*

800 MHz Communications System Users Committee – Draft of Minutes

September 18, 2014

Page 4 of 6

Shawn Taylor – Regional Communications Coordinator, explained that the intent of this agenda item is to seek guidance on the next step in seeking member agencies to relinquish inactive LIDs. Mr. Tayler explained that inactive LIDs are those LIDs that have not been used for one year or more.

Jason Reynolds - TMCC (Truckee Meadows Community College), left the meeting at 10:31 a.m.

It was moved by Duane Meyer to recommend that the JOC (Joint Operating Committee) authorize correspondence asking member agencies to relinquish inactive LIDs no longer in use and authorize the termination of inactive LIDs in the future.

Kevin Schaller asked for clarification on the intent of the motion.

Mr. Tayler explained that JOC assistance is being sought in having member agencies identify and clear unused LIDs on the system.

Mr. Meyer withdrew the motion.

Mr. Tayler reiterated that he has brought this matter to the 800 MHz Users Committee in the past and has had limited success but has had little feedback from member agencies.

It was moved by Kevin Schaller, seconded by Jeff Byrne, to request that the JOC (Joint Operating Committee) provide direction to Shawn Tayler – Regional Communications Coordinator, to deactivate unused (inactive) LIDs (Logical Identification Number) that have not been used for 365 days or more and reallocate the recovered LIDs as among other agencies.
MOTION CARRIED.

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

Shawn Taylor – Regional Communications Coordinator, drew attention to the report (copy on file) and noted that an upswing has occurred over the past few years. Mr. Tayler noted that a recent software upgrade to the main switch had some “bugs” which he believes have now been corrected. Currently staff is conducting annual inspections of mountain top sites in preparation for the upcoming winter months. Mr. Tayler then explained that most of the issues identified by Vice-chair Moore had been caused by the recent software upgrade and that some older radios were experiencing hardware failures thus causing emergency declarations. Other issues have been traced to certain downlink outages which connect remote sites with the main switch and have caused corruption of data and/or emergency calls. Staff is working with partner agencies to identify and resolve those issues which have not occurred within the main WCRCS (Washoe County Regional Communications System).

9. 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 Taylor – Regional Communications Coordinator, commented that firms had been identified to conduct an assessment of the two areas of limited communications (Red Rock Road in Northern Washoe County and the I-80 corridor east of the Truckee Meadows). It is expected that as the

800 MHz Communications System Users Committee – Draft of Minutes

September 18, 2014

Page 5 of 6

WCRCS (Washoe County Regional Communications System) transitions to the P-25 system that there may be some improvement in coverage.

Terry Shea – Deputy District Attorney, recommended that an agenda item be added to more fully discuss the types of equipment upgrades that may be associated with the P-25 system.

Vice-chair Moore noted that, in his opinion, upgrades on the current EDACS (Enhanced Digital Access Communications System) system might not be a prudent investment if the newer P-25 system will provide the needed coverage.

10. 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, emphasized the need to assure that equipment purchases are P-25 upgradable. Mr. Tayler then explained that staff is mindful of the changes that may be needed with the transition to the P-25 system. Mr. Tayler pointed out that replacement equipment for the current EDACS (Enhanced Digital Access Communications System) is no longer available and that additional equipment may be needed with the newer system.

No specific action taken.

11. P7200 Radio Trade-In [Possible Action] – *A review, discussion and possible action to approve, deny or otherwise modify a proposal to exchange P7200 series radios with new XG-75 radios.*

Shawn Tayler – Regional Communications Coordinator, drew attention to the staff report and proposal to trade existing P7200 radios for the XG-75 radio. The XG-75 is compatible with the newer P-25 technology and the trade-in program extends through two (2) budget cycles. Mr. Tayler believes the vendor may be willing to extend the trade-in offer longer to allow agencies to spread the expenditure out over several years.

Craig Harrison – Dailey Wells, commented that, in his opinion, this is a unique opportunity to upgrade existing radios at little cost.

Mr. Tayler explained that the P7200 radio failure includes failures to send or receive traffic. Mr. Tayler drew attention to user safety issues when radios fail. Mr. Tayler noted that it was up to each member agency to determine whether or not to participate in the trade-in program.

No specific action taken.

12. 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.*

800 MHz Communications System Users Committee – Draft of Minutes

September 18, 2014

Page 6 of 6

Terry Shea – Deputy District Attorney, commented that the Interlocal Agreement is in the final approval stages and that he was waiting for approvals by the City of Sparks and TMFPD (Truckee Meadows Fire Protection District). The current agreement expires October 2014.

Teresa Wiley – City of Sparks, will check to determine the status of the agreement with the City of Sparks.

- 13. 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 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.*

There was no report on this agenda item.

- 14. 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 November 20, 2014.*

The November 20, 2014, meeting agenda may include, but is not limited to: 1) A report on how areas of limited coverage may be alleviated with the P-25 system and what if any existing EDACS (Enhanced Digital Access Communications System) equipment can be reused; 2) Discussion on a base station for REMSA (Regional Emergency Medical Services Authority). .

- 15. PUBLIC COMMENTS** (Non-action item)

Gwen Brandenburg – The Galena Group, Inc., noted that the next TAC (Technical Advisory Committee) topic is coordination of PS Event channels. Additional information on meeting date and time will be forthcoming.

Curtis Steadman – Motorola, noted that Las Vegas Metro (Nevada) requested that parts catalog be provided in written form. Mr. Curtis provided two (2) copies that are available at Washoe County Technology Services.

- 16. ADJOURNMENT** (Non-action item)

Vice-chair Moore adjourned the meeting at 11:01 a.m.