

WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

800 MHZ USERS COMMITTEE

MINUTES

Thursday ~ January 22, 2015 ~ 10:00 a.m.

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

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

Chair Sommers called the meeting to order at 10:01 a.m. A quorum was established.

PRESENT: Richard Brooks – Nevada Department of Transportation; Richard Burger – Nevada Department of Transportation; Bonnie Conder – Reno Tahoe Airport Authority; Geoff Daforno – Truckee Meadows Water Authority; Pat Dyer – City of Sparks; Greg Herrera – Washoe County; Dan Johnston – Truckee Meadows Community College; Jon Kelley – Washoe County School District; Chris Ketrang – Sierra Fire Protection District; Rob Larson – City of Reno; Pat Lee – Washoe County; Anthony Masten – Nevada Air National Guard; Duane Meyer – Washoe County; Tracy Moore – Washoe County School District; Keith Mullen – City of Sparks; Mike Shaffer – Washoe County School District; Ryan Sommers – North Lake Tahoe Fire Protection District; and Rob Van Diest – City of Reno.

ABSENT: Lance Avansino – Reno Sparks Indian Colony; Steve Baker – Truckee Meadows Water Authority; Bryan Boren – Veterans Affairs; Mike Brown – North Lake Tahoe Fire Protection District; Jeff Byrne – North Lake Tahoe Fire Protection District; David Curtis – Nevada Air National Guard; Clay Griffin – Washoe County; Ray Guzman – Reno Tahoe Airport Authority; Mike Henry – Pyramid Lake Paiute Tribe; Daniel Johnson – City of Reno; Patrick Kendrick – Drug Enforcement Administration; Tim Leighton – Sierra Fire Protection District; Charles Moore – Truckee Meadows Fire Protection District; Thomas Moore – Nevada Department of Transportation; Tom Nelson – Reno Tahoe Airport Authority; Pat Nielson – Truckee Meadows Water Authority; Phil Povey – Truckee Meadows Community College; Todd Renwick – University of Nevada, Reno; Jason Reynolds – Truckee Meadows Community College; Kevin Schaller – University of Nevada, Reno; Jason Trevino – Washoe County School District; and Teresa Wiley – City of Sparks;

Blaine Cartlidge and David Watts-Vial – Deputy District Attorneys, were also present.

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 nominations for Chair.

It was moved by Duane Meyer, seconded by Richard Brooks, to nominate Ryan Sommers as Chair of the 800 MHz Users Committee.

Chair Sommers accepted the nomination.

Hearing no additional nominations or public comment Chair Sommers asked for a vote on the nomination.

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

Chair Sommers opened nominations for Vice-chair.

It was moved by Duane Meyer, seconded by Pay Dyer, to nominate Tracy Moore as Vice-chair of the 800 MHz Users Committee.

Tracy Moore accepted the nomination.

Hearing no additional nominations or public comment Chair Sommers asked for a vote on the nomination.

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

It was moved by Tracy Moore, seconded by Keith Mullen, to nominate Duane Meyer as Secretary of the 800 MHz Users Committee.

Duane Meyer accepted the nomination.

Hearing no additional nominations or public comment Chair Sommers asked for a vote on the nomination.

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

4. APPROVAL OF SEPTEMBER 18, 2014 MINUTES (For possible action)

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

It was moved by Dan Johnston, seconded by Duane Meyer, to approve the September 18, 2014, minutes, as submitted. MOTION CARRIED:

5. CORRESPONDENCE (Non-action item)

Duane Meyer outlined NDOT (Nevada Department of Transportation) correspondence (copy on file) appointing Reid Kaiser as the Primary member of the 800 MHz JOC (Joint Operating Committee), replacing Richard Nelson. Denise Inda will remain as the alternate.

6. FISCAL YEAR 2015-2016 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 2015-2016 Operations and Maintenance Budget.*

Gary Beekman – Washoe County Technology Services, provided an overview of the 2015-2016 budget (copy on file) and outlined the infrastructure funding scenarios and associated costs. Mr. Beekman pointed out the modest decrease in cost per radio and explained that the somewhat higher

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budget was due to salary and benefits costs. Infrastructure project in the future include DC power conversions for Red Peak and Peavine along with microwave upgrades and a Red Rock area site.

Responding to an inquiry by Washoe County Deputy Sheriff Pay Lee, Ryan Sommers – Chair 800 MHz Users Committee, noted that agenda item 13 would deal with radio upgrades that have been discussed by the 800 MHz Users Committee.

Mr. Beekman explained that staff is recommending that the infrastructure contribution remain at the current 5-percent contribution.

Shawn Tayler – Regional Communications Coordinator, noted that the radio count and costs are based on the active number of LID's (Logical Identification Number) per agency and that the cost is a fixed amount for the 2015-2016 fiscal year. The 5-percent infrastructure contribution will further bolster the funds needed for the upcoming system upgrade costs as the current EDACS (Enhanced Digital Access Communications System) system is no longer manufactured or supported. Mr. Tayler explained that 2/3rds of the total upgrade costs will be shared among member agencies and that member agencies are also responsible for their end-user equipment costs. Mr. Tayler emphasized that member agencies are being encouraged to only purchase equipment that can be upgraded to the P-25 Phase 2 system

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

It was moved by Dan Johnston, seconded by Tracy Moore, to recommend that the 800 MHz JOC (Joint Operating Committee) approved the FY (Fiscal Year) 2015-2016 Operations and Maintenance budget with the 5-percent infrastructure contribution. MOTION CARRIED.

- 7. REMSA (Regional Emergency Medical Services Authority) SPONSORSHIP STATUS** [For possible action] – *A review, discussion and possible action to recommend 800 MHz JOC (Joint Operating Committee) approve, deny or otherwise modify a possible sponsorship for REMSA to remain on the Washoe County 800 MHz Regional Communications System.*

Ryan Sommers noted that this item dealt with the sponsorship of REMSA (Regional Emergency Medical Services Authority) for use of the communications system.

Shawn Tayler – Regional Communications Coordinator, commented that Washoe County would be the sponsoring agency.

Chair Sommers opened public comment.

Aaron Abbott – REMSA, commented that a request had been sent to Washoe County Manager John Slaughter with details on the request.

Joey Orduna Hastings – Assistant Washoe County Manager, state the Mr. Slaughter is in receipt of the correspondence and will be offering the sponsorship. Currently, Mr. Slaughter is in a legislative meeting.

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Blaine Cartlidge – Deputy District Attorney, opined that based on Ms. Hastings report that this body could recommend that the 800 MHz JOC (Joint Operating Committee) to approve, deny or otherwise modify the sponsorship.

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

It was moved by Tracy Moore, seconded by Dan Johnston, to recommend that the 800 MHz JOC (Joint Operating Committee) approve the Washoe County sponsorship of REMSA (Regional Emergency Medical Services Authority) in accordance with the 800 MHz Interlocal Agreement, based on Joey Orduna Hastings report. MOTION CARRIED.

8. **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.*

Shawn Tayler – Regional Communications Coordinator, commented that he has had some response on the inactive LID (Logical Identification Number) and pointed out that only 78 LID's are available. Those wishing for additional information may contact him after the meeting or via email stayler@washoecounty.us.

Chair Sommers suggested that a specific cut-off date be sent to those agencies having inactive LID's so that the unused LIDs may be reassigned for other system users.

Mr. Tayler noted that he has compiled a list of radios inactive for 2-years and that he wishes to avoid having duplicate LIDs in use should an inactive radio be found and placed in use.

Blaine Cartlidge – Deputy District Attorney, questioned whether this would be an item that would be sent to the 800 MHz JOC (Joint Operating Committee) and if the description was meaningful to everyone involved.

Mr. Tayler explained that the intent is to notify users that LID's that have been idle for two (2) or more years would be deactivated and made available to other users. Of particular concern in the deactivation and reissue of an LID is the potential to have duplicate LID's on the system. Mr. Tayler noted that the inactive LID could be turned on, which would automatically reactivate the unit causing a duplication on the system. Mr. Tayler explained that tracking the LID is not the best solution.

It was moved by Tracy Moore, seconded by Duane Meyer, to direct that LID's (Logical Identification Number) inactive since July 1, 2013 or earlier be deactivated and the LID place back in the system.

Responding to Mr. Cartridge's inquiry about whether this would be a policy issue that should go to the JOC, Mr. Tayler explained that this would be a one-time solution and that he would distribute the list of inactive LIDs through the recording secretary to advise member agencies to review their radio list and contact technical services to have LID's reactivated. Mr. Tayler further explained that the only emergency cache of radios was located at the REOC (Regional Emergency Operations Center) and that agencies having spare LID's on-hand should contact technical services.

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MOTION CARRIED.

Chair Sommers reopened public comment.

Christina Conti – WCHD (Washoe County Health District), noted that sub-acute care facilities had been provided radios by WCHD.

Geoff Daforno – TMWA (Truckee Meadows Water Authority), explained that Washoe County Water Resources had been merged with TMWA on January 1, 2015, and that they would need some additional time to identify what communications equipment had been part of the merger.

Mr. Tayler noted that the list would be distributed to all agencies for review, including WCHD.

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

Shawn Tayler – Regional Communications Coordinator, commented that there were no sever outages and that emergency and normal radio traffic was in-line with previous years.

10. 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. The presentation will include an overview of how the P-25 Phase 2 communications system may improve communications in areas with limited communication capabilities.*

Shawn Tayler – Regional Communications Coordinator, drew attention to a possible Red Rock location and recalled the limited communications in that area. Mr. Tayler noted the population growth in the region since the communications system's deployment in 2000. Currently newer technologies that will leverage the upgrades to the SR10 system VIDA (Voice, Interoperability, Data, and Access) has additional flexibility. Other concerns include the increase industrial areas along Red Rock Road as well as the I-80 corridor east of the Truckee Meadows.

There were no public comments.

Responding to an inquiry, Mr. Tayler explained that a site identified in California was not of sufficient size for a minimal system and that a consulting firm had been engaged to identify potential sites and cost estimates. Mr. Tayler pointed out that any future site may have significant cost even though there is limited traffic and scope in that area.

No specific action was taken.

11. 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.*

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Shawn Tayler – Regional Communications Coordinator, reminded those present to make sure when purchasing new equipment whether portable or mobile that it can be upgraded to the P25 Phase 2 system.

- 12. DEVELOPMENT OF SMART PHONE APPS AND WEB BASED REFERENCE AND TRAINING PROTOTYPES** [For possible action] – *A review, discussion and possible action to recommend that the 800 MHz JOC (Joint Operating Committee) approve, deny or otherwise modify a recommendation to authorize the use of UNR (University of Nevada) Computer Science students to assist the Technical Working Group in developing prototype smart phone and web applications that are intended to allow WCRCS (Washoe County Regional Communications System) end users ready access to system information, Standard Operating Guides, Radio Operation Guides and agency specific information related to their radio communication; Also to authorize the expenditure of not more than \$2,500.00 for cost related to this project to include material cost and the payment of students of up to \$16.00 per hour through the UNR Intern Program.*

Shawn Tayler – Regional Communications Coordinator, provided an overview of the request to develop smartphone applications and other training videos/materials that can be readily deployed and accessed by end users in the field. For example a short video on how to access various mountain top sites during emergency situations.

Stu Cronan – The Galena Group, Inc., noted that Jake Conely had been instrumental in developing the information over the past several months and that as the development of smartphone applications and other forms of training media would be brought to both the 800 Users and JOC (Joint Operating Committee) for input and final approvals.

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

It was moved by Duane Meyer, seconded by Rob Larson, to recommend that the 800 MHz JOC (Joint Operating Committee) approve the expenditure of not more than \$2,500.00 for cost related to this project to develop smart phone applications and web based references and prototype including material cost and the payment of students of up to \$16.00 per hour through the UNR (University of Nevada, Reno) Intern Program. MOTION CARRIED.

- 13. FUTURE FUNDING OF WCRCS (Washoe County Regional Communications System) TRAINING PROGRAM** [For possible action] - *A review, discussion and possible action to recommend that the 800 MHz JOC (Joint Operating Committee) approve, deny or otherwise modify a recommendation to identify and fund a line item in future WCRCS budgets to provide for the completion of smart phone and web based reference and training project and to allow for the future updates and upgrades to that program and to provide for other training opportunities that may become available; suggested funding amount of \$5,000.00 per fiscal year.*

Shawn Tayler – Regional Communications Coordinator, explained that this request would add a line item to future operations and maintenance budges for continued education, training and future upgrades.

Chair Sommers opened public comment.

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Responding to an inquiry Mr. Tayler explained that the funding would be used for expansion of the training features identified under agenda item 12. And that the intent is to have a separate budget line item that drawing attention to the need for ongoing training. It is expected that the budget amount would be fully expended during each fiscal year. Additionally, the training will be available to all member agencies, including NDOT (Nevada Department of Transportation).

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

It was moved by Tracy Moore, seconded by Pat Dyer, to recommend that the 800 MHz JOC (Joint Operating Committee) approve and fund a line item in future WCRCS (Washoe County Regional Communications System) budgets to provide for the completion of smart phone and web based reference and training project and to allow for the future updates and upgrades to that program and to provide for other training opportunities that may become available; suggested funding amount of \$5,000.00 per fiscal year. MOTION CARRIED.

14. OBSOLETE RADIO REPAIR BY THE WASHOE COUNTY RADIO SHOP (Non-action item) – *An informational update on the repair of obsolete radios.*

Bob McCafferty - Washoe County Radio Shop, outlined the number of obsolete 700P radios still in use and the dwindling resources for spare parts for the outdated radios. Mr. McCafferty emphasized that the availability of replacement parts for both the Washoe County Radio Shop as well as the City of Reno were nearly exhausted and that the 700P radios were not upgradable.

Paul Wiley – City of Reno, stated that the Reno shop is facing a similar shortage and that a budget has been developed to replace the obsolete radios.

Shawn Tayler – Regional Communications Coordinator, concurred with the statements made and noted that the radios had been in service since the inception of the 800 MHz system. It is therefore crucial that agencies begin to replace the outdated equipment with P25 Phase 2 compatible equipment.

Mr. McCafferty pointed out that RTAA (Reno Tahoe Airport Authority) has ± 165 of the 700P radios in service and emphasized the need to get that information to the RTAA.

It was pointed out that a representative of the RTAA was present at the meeting.

Chair Sommers suggested an agenda item to take action to notify all users of the dwindling supply of parts and suggested that a photograph of the model 700P be forwarded to assist in the identification of the obsolete radio stock.

Mr. Tayler will disseminate the information to the member agencies.

15. 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 19, 2015.*

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The March 19, 2015, meeting may include, but is not limited to: An informational update and discussion of the capabilities of a P25 Phase 2 Communications System.

16. PUBLIC COMMENTS (Non-action item)

There were no public comments.

17. ADJOURNMENT (Non-action item)

Chair Sommers adjourned the meeting at 11:06 a.m.

AS APPROVED BY THE 800 MHz USERS COMMITTEE IN SESSION ON MAY 7, 2015.