

911 Emergency Response Advisory Committee

Minutes

THURSDAY ~ JANUARY 21, 2016 ~ 1:30 P.M.
REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA

MEMBERS

Suzy Rogers, Chair
Aaron Kenneston, Vice-chair
Mike Brown
Rob Larson
Chris Maples
Duane Meyer
Teresa Wiley

1. CALL TO ORDER AND ROLL CALL [Non-action item]

Chair Maples called the meeting to order at 1:32 p.m.

PRESENT: Mike Brown, Aaron Kenneston, Rob Larson, Chris Maples, Suzy Rogers and Teresa Wiley.

ABSENT: Duane Meyer.

Jen Gustafson – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. ELECTION OF OFFICERS [For possible action] – 1) Chair; and 2) Vice-chair

Chair Maples opened nominations for Chair of the 911 Emergency Response Advisory Committee. Chair Maples noted that the positions of Chair and Vice-chair rotated among the three primary agencies (Reno, Sparks and Washoe County) and that it was the City of Reno's turn to fill the position of Chair.

Member Larson nominated Suzy Rogers to serve as Chair. Member Brown seconded the nomination.

Member Rogers accepted the nomination.

The motion to elect Suzy Rogers as Chair of the 911 Emergency Response Advisory Committee Carried with Member Meyer absent.

Chair Maples opened nominations for Vice-chair.

Member Brown nominated Aaron Kenneston, Member Wiley seconded the nomination.

Member Kenneston accepted the nomination.

The nomination to elect Aaron Kenneston as Vice-chair of the 911 Emergency Response Advisory Committee carried, with Member Meyer absent.

Chair Maples turned the meeting gavel to Member Rogers,

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There were no public comments.

4. APPROVAL OF MINUTES [For possible action] – *November 19, 2015*

Hearing no public comments, Chair Rogers asked for Board discussion or a motion.

It was moved by Member Wiley, seconded by Member Larson to approve the November 19, 2015, minutes, as submitted. The motion carried with Member Meyer absent.

5. REVENUE/PAYABLES AND ENDING FUND BALANCE REPORTS [For possible action] – *A review, discussion and possible action to accept the Revenue/Payables and Uncommitted Ending Fund Balance reports.*

Annette Van Der Wall – Technology Services, provided an overview of the reports and handed out the Ending Fund Balance report (copy on file) to the members. Ms. Van Der Wall explained that purchase order for Intrado totaling \$76,032.00 had been encumbered and the reduction had been reversed. Ms. Van Der Wall then drew attention to the cellular device changes that had been authorized for the three (3) PSAP's (Public Safety Answering Point) previously. It appears that the number of devices will be reduced as they may no longer be necessary as part of a redundancy. A review and recommendation will be brought forward to the board at the next meeting (March 17, 2016). Ms. Van Der Wall explained that the ending fund balance is expected to be \$560,982.00.

Hearing no public comment Chair Rogers asked for a motion.

It was moved by Member Maples, seconded by Member Brown to accept the Revenue/Payables and Uncommitted Ending Fund Balance reports as presented. The motion carried with Member Meyer absent.

6. FISCAL YEAR 2016/2017 BUDGET [For possible action] – *A review, discussion and possible action to recommend that the BCC (Board of County Commissioners) approve, deny or otherwise modify the proposed 2016/2017 Budget.*

Craig Betts – CIO, Washoe County Technology Services, commented that Gary Beekman, who recently retired, had provided budget updates in the past. Mr. Betts then outlined the 2015-2016 and proposed 2016-2017 budgets. Mr. Betts explained that capital outlay would be determined by the Washoe County Budget Office at a later date.

Annette Van Der Wall – Washoe County Technology Services, noted that the Reverse 911 is part of the Intrado contract and that the CodeRed is included in the budget proposal.

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

It was moved by Member Maples, seconded by Member Kenneston, to recommend that the Washoe County Board of County Commissioners approve the 2016/2017 budget as presented. The motion carried with Member Meyer absent.

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- 7. ENHANCED ETHERSWITCH TO INCREASE THE PORT CAPACITY OF EQUIPMENT THAT SUPPORTS THE IP CONSOLES** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request to purchase a quantity of (2) Enhanced EtherSwitches at a cost not to exceed \$4,136.01 to increase the port capacity of equipment that supports the IP Consoles.*

Shawn Tayler – Washoe County Technological Service, provided an overview of the request noting that this would provide an additional port as the expansion of the P25 system moves forward.

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

Member Maples noted the three (3) funding requests and the potential of reducing the ending fund balance below the \$500,000.00 balance established by this body.

Annette Van Der Wall explained that the Travel/Training had been accounted for as an expense in the projected ending fund balance. Ms. Van Der Wall then noted that equipment expenditures would need to be subtracted. Additionally, the budget anticipates expenditures for GIS (Geographical Information System) and MSAG (Master Street Address Guide) expenditures including the City of Reno request.

It was moved by Member Kenneston, seconded by Member Brown, to approve the purchase of two (2) Enhanced EtherSwitches at a cost not to exceed \$4,136.01 to increase the port capacity of equipment that supports the IP Consoles. The motion carried with Member Meyer absent.

- 8. REQUEST FOR TRAVEL AND TRAINING FOR 2016 TriCON PUBLIC SAFETY TRAINING CONFERENCE** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify Travel and Training funding to send representative from: 1) Two (2) representatives from the Washoe County PSAP (Public Safety Answering Point) \$6,000.00; 2) Two (2) representatives from the City of Sparks PSAP \$4,000.00; and 3) Two (2) from the City of Reno PSAP \$5,500.00, at a total cost not to exceed \$15,500.00 for conference registrations, seminars, meetings and related travel expenses.*

Chair Rogers noted that it appears that the City of Sparks request did not include registration fees.

Member Wiley noted that the fees for registration, air fare and lodging were documented on page 2.

Annette Van Der Wall – Washoe County Technology Services, pointed out that the travel training budget was already encumbered on the 2016/2-17 budget.

Jen Gustafson – Deputy District Attorney, commented that she believes the City of Sparks had not included the per diem allowance in their request.

Hearing no public comment, Chair Rogers asked for a motion.

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It was moved by Member Larson, seconded, by Member Brown, to approve Travel and Training funding to send representative from: 1) Two (2) representatives from the Washoe County PSAP (Public Safety Answering Point) \$6,000.00; 2) Two (2) representatives from the City of Sparks PSAP \$4,000.00; and 3) Two (2) from the City of Reno PSAP \$5,500.00, at a total cost not to exceed \$15,500.00 for conference registrations, seminars, meetings and related travel expenses.

Member Wiley stated she would submit a request for the per diem reimbursement at the March 17, 2016, meeting.

Member Larson amended the motion, Member Brown amended the second, to approve Travel and Training funding to send representative from: 1) Two (2) representatives from the Washoe County PSAP (Public Safety Answering Point) \$6,000.00; 2) Two (2) representatives from the City of Sparks PSAP \$4,000.00; and 3) Two (2) from the City of Reno PSAP \$5,500.00, at a total cost not to exceed \$15,500.00 for conference registrations, seminars, meetings and related travel expenses, with the City of Sparks submitting a request for per diem reimbursement at the March 17, 2016, meeting. The motion carried with Member Meyer absent.

9. REQUEST FOR REIMBURSEMENT FOR TECHNICAL RESOURCES TO SUPPORT GIS (Geographic Information System) SERVICES TO SUPPORT E-911 [For possible action] – A review, discussion and possible action to recommend that Board of County Commissioners (BCC) approve a City of Reno (Nevada) request for reimbursement of projected Fiscal Year 2016-2017 salaries and benefits for one (1) GIS Technician – salary \$66,820.00 and benefits \$31,377.00 and one/half GIS Analyst salary \$44,552.00 and benefits \$21,272.00 for a total reimbursement in an amount not to exceed \$164,021.00.

Chair Rogers opened the agenda item and pointed out that as indicted earlier the funds are already encumbered.

Hearing no public comment, Chair Rogers asked for Board discussion or a motion.

Responding to Member Kenneston's inquiry about similar requests from other PSAP's (Public Safety Answering Point), Craig Betts – CIO, Washoe County Technology Services explained that Washoe County provides MSAG (Master Street Address Guide) support), which is not part of this budget .

Member Wiley commented that the City of Sparks would be submitting a funding request for GIS support.

Chair Rogers recalled that the City of Sparks request had come in at a later time due to equipment upgrades and enhancements.

It was moved by Member Wiley, seconded by Member Maples, to approve the City of Reno (Nevada) request for reimbursement of projected Fiscal Year 2016-2017 salaries and benefits for one (1) GIS Technician – salary \$66,820.00 and benefits \$31,377.00 and one/half GIS

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Analyst salary \$44,552.00 and benefits \$21,272.00 for a total reimbursement in an amount not to exceed \$164,021.00. The motion carried with Member Meyer absent.

- 10. UPDATE ON INTRADO GREAT MIGRATION PROJECT FOR NextGen E911** [Non-action item] – *An informational progress report on GIS (Geographical Information System) activities related to Intrado’s Great Migration Project for NextGen E911 compliance of the Washoe County MSAG (Master Street Address Guide).*

Shawn Tayler – Regional Communications Coordinator, provided an update on the Intrado Great Migration Project for NextGen E911, which currently stands at 97.4-percent, which is well on the way to 98-percent match required by Intrado. An update will be provided at the March 17, 2016, meeting as well.

- 11. AUDIT OF E-911 SURCHARGE BILLINGS AND COLLECTIONS** [For possible action] - *A review, discussion and possible action to initiate an audit of E-911 Surcharges, Billings and Collections by Phone Recovery Services, LLC.*

Roger Schneider, President and CEO Phone Recovery Services, LLC, provided an overview of the process noting that the initial review of Washoe County indicates about \$1.7-million in funds that could be collected. Mr. Schneider noted that in other markets where Phone Recovery Services, LLC have conducted research some businesses are receiving an unintended discount, such as Manhattan (New York). Mr. Schneider noted that the cost would be 40-percent of the initial recovery. Mr. Schneider explained that his company provides the service at a flat rate percentage that includes legal fees and data purchases where needed. Mr. Schneider outlined previous work done in various jurisdictions.

Responding to Jen Gustafson’s inquiry about work in other Counties in the State of Nevada, Mr. Schneider explained that Clark County collects their funds with property tax and that Washoe County may be the only jurisdiction that his company will approach in Nevada.

Member Kenneston noted that he was a proponent of the agenda item and explained that he believes action should be taken to collect any underpayment.

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

Responding to Chair Rogers’ inquiry about whether this would be allowed under existing statute, Ms. Gustafson explained that the statute does not, in her opinion, contemplate this type of expenditure. Therefore, she does not believe that this body has the authority to use Enhanced 911 Surcharge funds for an audit.

Katy Simon Holland recalled that in 2007 the 911 committee did fund an audit, which may provide the basis for this request.

Member Brown recalled that the 2007 audit was performed by Matrix to assure ensure that the funds were being used as outlined in the statute.

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Member Kenneston expressed his support for the audit, if allowed, to cover continued costs for the enhancement of 911 services.

Chair Rogers suggested the matter be continued allowing time for a legal review by Ms. Gustafson.

It was moved by Chair Rogers, seconded by Member Brown, to continue this agenda item until the March 17, 2016, meeting and direct legal counsel to research and provide an opinion on the use of Enhanced 911 funds for this type of review. The motion carried with Member Meyer absent.

- 11. 911 EMERGENCY RESPONSE ADVISORY COMMITTEE MEMBER AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** [Non-action item] – *No discussion among committee members will take place on this item. The next regular meeting is scheduled at 1:30 p.m., March 17, 2016.*

Member Brown stated that March 17, 2016, would be his final meeting with the 911 Emergency Response Advisory Committee as he is retiring on March 18, 2016.

The March 17, 2016, agenda may include but is not limited to; 1) Election of an At-Large Member; 2) Reimbursement of per diem allowance for the City of Sparks TriCON training; 3) Travel/Training for APCO and Navigator Conference in April 2016 for all three (PSAPS; 4). Travel/Training Funding for APCO Illuminations Training for all three PSAP's (Public Safety Answering Point) Board; 5) OML (Open Meeting Law) Presentation.

- 12. PUBLIC COMMENT** [Non-action item]

There were no public comments.

- 12. ADJOURNMENT** [Non action item]

Chair Rogers adjourned the meeting at 2:28 p.m.

AS APPROVED BY THE 911 EMERGENCY RESPONSE ADVISORY COMMITTEE IN SESSION ON MARCH 17, 2016.