

911 Emergency Response Advisory Committee

Minutes

Thursday, November 16, 2017 ~ 1:30 P.M.
REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA

MEMBERS

Bill Ames, Chair
Teresa Wiley, Vice-chair
Duane Meyer (at-large)
Dena Avansino
Aaron Kenneston
Jim Reid
Mac Venzon

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

Chair Ames called the meeting to order at 1:30 p.m. A quorum was established.

PRESENT: Bill Ames, Dena Avansino, Aaron Kenneston, Duane Meyer and Teresa Wiley. Member Venzon joined the meeting at 1:37 p.m.

ABSENT: Jim Reid.

Jennifer Gustafson – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF AUGUST 3, AND SEPTEMBER 21, 2017, MINUTES [For possible action]

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

It was moved by Member Wiley, seconded by Member Meyer, to approve the August 3 and September 21, 2017, meeting minutes, as submitted. The motion carried Members Avansino, Kenneston, Meyer, Wiley and Chair Ames assenting; and Members Reid and Venzon absent.

4. REVENUE/PAYABLES REPORTS [For possible action] – A review, discussion and possible action to accept the Revenue/Payables reports.

Sara Delozier – Technology Services, provided an overview of the Revenue/Payables report noting that the revenues has been consistent for the past three months at about \$2,500.00 less than anticipated. However, it appears to be on target with previous years.

Hearing no public of Board comment Chair Ames asked for a motion

It was moved by Member Meyer, seconded by Member Kenneston, to accept the Revenue/Payables reports, as presented. The motion carried Members Avansino, Kenneston, Meyer, Wiley and Chair Ames assenting; and Members Reid and Venzon absent.

5. FUND BALANCE REPORTS [For possible action] – A review, discussion and possible action to accept the Uncommitted Fund Balance reports.

911 Emergency Response Advisory Committee – Minutes

November 16, 2017

Page 2 of 6

Sara DeLozier – Technology Services, outlined the Fund Balance Report that shows a balance of \$77,000.00 available as of November 3, 2017. Ms. DeLozier commented that all expected revenues were included in the report.

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

It was moved by Member Wiley, seconded by Chair Ames to accept the Fund Balances reports as presented. The motion carried Members Avansino, Kenneston, Meyer, Wiley and Chair Ames assenting; and Members Reid and Venzon absent.

- 6. CODE RED REIMBURSEMENT REQUEST** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request for reimbursement in an amount not to exceed \$3,300.00 for Code Red Reverse 911 Coverage due to the unprecedented level of emergency usage.*

Aaron Kenneston – Washoe County Emergency Manager, explained that this is an unusual request as the region has not exceeded the allotted number of minutes in the past. However, an unprecedented level of emergency usage resulted in the use of the Reverse 911 service starting with the Little Valley Fire and continued unprecedented wildfire and flooding in unincorporated areas of Washoe County. Mr. Kenneston explained that the vendor has suggested a more expenses package that included more minutes when he asked to purchase the additional time.

Member Venzon joined the meeting at 1:37 p.m.

Mr. Kenneston drew attention to the staff report that details the calls made by jurisdiction.

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

It was moved by Chair Ames, seconded by Member Meyer, to approve the reimburse Emergency Management in the amount of \$3,300.00 for Code Red Reverse 911 coverage. The motion carried Members Avansino, Kenneston, Meyer, Venzon, Wiley and Chair Ames assenting; and Member Reid absent.

- 7. REQUEST FOR REIMBURSEMENT ON TRAVEL AND TRAINING FOR WASHOE COUNTY SHERIFF'S OFFICE COMMUNICATIONS PSAP** [For possible action] - *A review, discussion and possible action to approve, deny or otherwise modify a request for reimbursement for the costs associated with attending APCO 2017 conference a public safety training conference for one dispatcher for a total cost of \$1,603.33 for travel, registration, seminars, and meetings.*

Chair Ames outlined the agenda item that is seeking reimbursement for the 2017 APCO public safety training conference in the amount of \$1,603.33. Chair Ames noted that he had request a report on the training.

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

911 Emergency Response Advisory Committee – Minutes

November 16, 2017

Page 3 of 6

It was moved by Member Wiley, seconded by Member Kenneston, to approve the Washoe County Sheriff's Office request for travel/training reimbursement for the 207 APCO conference in the amount of \$1,603.33. The motion carried Members Avansino, Kenneston, Meyer, Venzon, Wiley and Chair Ames assenting; and Member Reid absent.

8. INFORMATIONAL UPDATE ON BODY WORN CAMERA LEGISLATION [SB 176] [Non-action item] – *An informational update on the 2017 body worn camera legislation, and its impacts to the 911 Emergency Response Advisory Committee ("ERAC") and 911 surcharge funds.*

Jen Gustafson – Deputy District Attorney, outlined the recent BCC (Board of County Commissioners) actions to amend Chapter 65 in Ordinance 1601, that give the 911 Emergency Response Advisory Committee the authority to make payments for body and vehicular cameras along with definitions on portable, bench recording devices. Additionally, the revision also alters the make-up of the 911 Emergency Response Advisory Committee by adding one additional member per agency and removing the At-Large member. Ms. Gustafson noted that Quinn Korbolic would provide information on the business impact statement that the BCC is requiring before making a final decision on the amount of the 911 Surcharge increase.

Quinn Korbolic – Washoe County Technology Services, outlined the business impact statement requirement noting that businesses will be receiving notice of the proposed changes in the next few days. The statements are due back no later than December 15, 2017 and will be presented to the BCC for review prior to making a final determination of the surcharge increase based on its potential effect on businesses.

Ms. Gustafson commented that the 5-year Master Plan update will be presented to the BCC in early February 2018 and will be used in the determination of the surcharge rate increase followed by a First and Second reading of the ordinance.

Responding to Member Meyer's inquiry about borrowing money for the purchase or equipment lease suggested by the Washoe County Budget Manager, Mr. Korbolic explained that while that is a funding option that has been discussed the vendor is willing to provide 6-to-12 months financing.

During a brief discussion it was noted that legal staff could not speculate on the consequences of missing the deadline set forth in state statute.

Jenny Hansen – Reno Public Safety Dispatch, questioned whether the impact statement would address line items that the Regional 911 Dispatch centers including capital improvement project and plans. Ms. Hansen noted that there is significant concern that the body/vehicular cameras and support could adversely affect the budget planning but also the dispatch center's ability to apply for certain federal grants.

Mr. Korbolic commented that the impact statements assisted the BCC in understanding the impact to business and that it is expected that the 5-year Master Plan update will be completed in January/February timeline.

Chair Ames closed public comment.

911 Emergency Response Advisory Committee – Minutes

November 16, 2017

Page 4 of 6

Member Kenneston outlined his concerns about ensuring adequate funds from the surcharge will be available for both body/vehicle cameras for law enforcement as well as equipment and technology for dispatch. Therefore, Member Kenneston believes that perhaps the case should be made for the full amount of the increase authorized in the legislation.

9. **FIVE YEAR MASTER PLAN UPDATE (JANUARY 2018)** [For possible action] - *A review of progress on the 5 Year Master Plan for the purpose of: (1) updating the existing 5 Year Master Plan for the enhancement of the 911 telephone system for reporting emergencies, which expires in January 2018; and (2) formulating a 5 Year Master Plan for purchasing and maintaining portable and vehicular event recording devices, including a discussion of findings (to-date) on the anticipated financial impact of purchasing and maintaining portable and vehicular event recording devices for the regional partners (Reno, Sparks, Washoe County), i.e., the body worn camera legislation.*

Stu Cronan - Galena Group, narrated a PowerPoint® presentation (copy on file) and noted his research on body and vehicular cameras. Drawing attention to the trunk and line use comparison, Mr. Cronan noted a minimal increase in VoIP and cellular over the past four years. Mr. Cronan emphasized that forecasting the multiplier needed to define Washoe County is a work in progress to address future costs. Mr. Cronan pointed out that the City of Reno has, for the time being, opted out of vehicle cameras, which could result in a \$500,000.00 hit under a different administration if implemented later. Mr. Cronan then outlined his research into the number of additional employees added by other jurisdictions to address public records request, administration and IT staff. Based on his research it appears that most agencies have covered the additional duties with existing personnel or only minor staff increases. Other costs will include the Tiburon upgrade and contingency fund. Mr. Cronan will try to incorporate how any of this could affect grant funding eligibility based on possible future actions.

During the discussion it noted that certain upgrades and equipment needs had been delayed and that there had been discussion about reducing funding for GIS staff that is currently being funded. As the discussion continued, the concern was emphasized that public safety not be compromised as it is the primary responsibility for the 911 Emergency Response Advisory Committee. Other discussion noted the desire to see GIS staff funding addressed in the 5-year Master Plan update as well as cost associated with the P25 communications system. It was pointed out that this body had funded hand-held radios in the past. Other discussion suggested that this may provide an opportunity to address matters that the region has struggled with in the past as it pertains to dispatch, personnel and other regional issues.

Shawn Tayler – Regional Communications Coordinator, noted that the previous funding of radios was to modernize the ability of dispatch to relay 911 traffic and assist in the management of fund levels on an as needed basis.

Member Venzon commented that Mr. Cronan had provided an excellent overview noting that the region will have to comply with FCC regulations at some point.

911 Emergency Response Advisory Committee – Minutes

November 16, 2017

Page 5 of 6

Mr. Cronan noted that the board had delayed the refresh of hardware and that he would review FCC “push-back” in the future. Mr. Cronan noted that the 911 Surcharge funds could not be used for body armor and that he would revisit issues such a funding for GIS staff, CAD to CAD interface and include that in the updated plan once he has sufficient information from the member agencies.

Jenny Hansen concurred that Mr. Cronan did a great job and noted that it is incumbent that the region do this right as it will be difficult to change. Therefore, it is crucial that multi-year budgets be developed along with funding guidelines for 911 expenditures that marries the 5-year Master Plan and where headed in the near term and into the future. Ms. Hansen noted concerns about how the Master Plan might negatively impact the region’s ability to seek certain federal grants.

Mr. Cronan stated he would contact the dispatch centers to discuss funding needs and other issues.

No specific action was taken.

- 10. ADDITION AND/OR SUBSTITUTION OF MEMBERS TO THE 911 EMERGENCY RESPONSE ADVISORY COMMITTEE AS AN IMPACT OF SB 176** [For possible action] - *A ongoing review, discussion and possible action to request that applicable law enforcement agencies appoint necessary committee members to satisfy the following categories: the chief law enforcement officer or his or her designee from each office of (a) the county sheriff, (b) police department of an incorporated city within the county, and (c) department, division or municipal court of a city or town that employs marshals within the county.*

Jen Gustafson – Washoe County Deputy District Attorney, outlined the change to the number of members serving on the 911 board that takes effect on Friday, November 17, 2017. Ms. Gustafson explained that the terms will be staggered with six members with 4-year terms and three members with 2-year terms. Washoe County has appointed Bill Ames, Aaron Kenneston and Duane Meyer; City of Reno has appointed Gregg Deighton, Jenny Hansen and Mac Venzon. City of Sparks appointee is pending.

Quinn Korbolic – Washoe County Technology Services, commented that staff was working on a membership form that lists agency/jurisdiction represented, contact information and term that will be distributed to member agencies once finalized.

There were no Board or public comments and no specific action was taken.

- 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., January 18, 2018.*

Member Kenneston asked that an update be provided on the amount of 911 Surcharge revenue collected and remitted to Washoe County.

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

911 Emergency Response Advisory Committee – Minutes

November 16, 2017

Page 6 of 6

Jenny Hansen suggested that perhaps a different venue for meetings might provide an opportunity for engagement and also proposed creating a funding work group to help define funding guidelines and high level overview of the 5-year Master Plan.

13. ADJOURNMENT [Non action item]

Chair Ames adjourned the meeting at 2:36 p.m.

**AS APPROVED BY THE 911 EMERGENCY RESPONSE ADVISORY COMMITTEE IN SESSION
ON JANUARY 18, 2018.**