

**DATE:** July 5, 2018

**TO:** 911 Emergency Response Advisory Committee

**FROM:** Lisa Rose-Brown, Sparks Police Department, Police Service Manager, 775-353-2241 ext. 5550, [lrosebrown@cityofsparks.us](mailto:lrosebrown@cityofsparks.us)

**THROUGH:** Brian Allen, Chief of Police

**SUBJECT:** REQUEST FOR FUNDING TO EVALUATE REGIONAL BACKUP PSAP LOCATED AT SPARKS EMERGENCY COMMUNICATIONS CENTER. [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify funding for the cost associated with third party consulting firm evaluating back up PSAP location for a cost not to exceed \$29,600.

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### **SUMMARY**

Sparks PSAP is requesting funding for a consultant to evaluate their current dispatch center as a regional backup PSAP location. Sparks is interested in expanding their current center to accommodate both Reno and Washoe personnel during an emergency evacuation event. The requested evaluation should consider the needs of all three PSAP's including space, technology, growth factors and a conceptual design. Sparks believes that their location would be the most economical due to existing infrastructure and the expansion would be completed within their current building.

### **NRS APPLICABLE:**

NRS 244A.7645 provides approval of costs associated with maintenance, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

### **STAKEHOLDER REVIEW(S)**

Stakeholders are the three primary Public Safety Answering Points (PSAPs) Reno, Sparks and Washoe County Sheriff.

### **PREVIOUS ACTION**

According to the approved 5-Year Master Plan, "A Regional PSAP backup plan should be revisited. The plan should include procedures, technology, and adequate facilities. It should

include a backup site design that provides geographic and technical resiliency. This may be considered as a project that should be implemented over the next several years.

All three PSAPs dispatch law enforcement and fire calls for service. Currently, the Reno and Washoe County PSAPs share a location with the Emergency Operations Center (EOC). Should this building become inoperable or need to be evacuated, the existing plan is primarily to evacuate to the Sparks' PSAP. If one or both (Reno and Washoe County) centers need to use the Sparks' facilities, there are not enough call-taking or dispatch positions available to handle the increased activity.”

## **BACKGROUND**

The Sparks Police Department uses the Tiburon system which is the same dispatch system that is used by both the City of Reno and Washoe County. In addition, all three PSAP's share the same E911 phone system and Symphony radio systems. Washoe and Reno are co-located at the Regional Emergency Operations Center, and Sparks is located within the Sparks Police Department. It is because of these shared systems that each agency can maintain their autonomy while being able to seamlessly share information. There have been recent needs for each PSAP to evacuate for various reasons. The Regional Emergency Operations Center can accommodate Sparks dispatchers during a Sparks evacuation, but Sparks is not able to accommodate both Reno and Washoe county personnel. It has been determined that a regional backup location needs to be available for all agencies. The Sparks PSAP would like to expand their center to accommodate both Reno and Washoe dispatch personnel.

## **FISCAL IMPACT**

The enhanced 911 Fund is a special revenue fund which receives revenue pursuant to NRS 244A.7643 in the form of telephone surcharges collected to support the emergency reporting system. Budget authority exists within the E911 Fund to pay for an evaluation of a regional backup PSAP.

## **RECOMMENDATION**

It is recommended that the E911 Emergency Response Advisory Committee approve the request by the Sparks Police Department for funding for the costs associated with a consultant evaluation for a cost not to exceed \$29,600.

## **POSSIBLE MOTION**

Move to approve the recommendation to fund the Sparks Police Department in the amount not to exceed \$29,600 for the cost for a consultant evaluation.



June 22, 2018

Lisa Rose-Brown  
Police Service Manager  
Sparks PD - Emergency Communications

Dear Lisa,

This letter reflects the proposed tasks and deliverables for supporting an assessment of the option to expand the Sparks Emergency Communications Center (ECC) to provide back-up to the existing Reno ECC. I understand the Reno ECC also includes the Washoe County ECC operations in the same room/facility. I have added 16 hours to the original proposal to address the analysis of Washoe County. This proposal is based on our discussions as well as experience we have had with similar analysis.

Our scope of work for this assessment would be broken into the following tasks:

1. The requirements of the current Reno/Washoe County ECC:
  - a. Space
  - b. Technology
  - c. Communications Connectivity
  - d. Growth factors
2. Reno/Washoe County ECC Back-up requirements:
  - a. Planning horizon and Back-up duration
  - b. Operations Space
  - c. Administrative/support space
  - d. Technology
  - e. Connectivity
3. An assessment of the current Sparks ECC
  - a. Space
  - b. Technology
  - c. Growth factors
  - d. The viability for it to support a back-up role
    - i. use of standards such as NFPA 1221 for this assessment
4. Final Report
  - a. Summary of the above items
  - b. Approaches for:
    - i. Facility expansion to support the back-up requirements (e.g. a **high level/conceptual design**)
    - ii. Connections
    - iii. Technology
  - c. High level schedule and budget

*Note: More detail would add to the cost. We would need to include an architect for an actual program.*

Our estimated pricing for these tasks are as follows:

	Task	Est hrs.	Labor Fees	Expenses *
1	Reno/Washoe County ECC Assessment	40	\$ 6,600	
2	Reno/Washoe County Back-up Requirements	32	\$ 5,280	
3	Sparks ECC Assessment	40	\$ 6,600	
4	Final Report	24	\$ 3,960	
	Total	136	\$ 22,440	\$4,800

\*3 site visits

or a total of \$27,240.

If you have any questions regarding this proposal, please don't hesitate to contact me. I can be reached at 703 584-5350 ext. 103 or e-mail [akruml@w-llc.com](mailto:akruml@w-llc.com).

Regards,

Alan R. Kruml  
Chief Operating Officer  
Winbourne Consulting, LLC