

911 Emergency Response Advisory Committee

Draft Minutes

Thursday, September 19, 2019 ~ 1:30 P.M.
REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA

MEMBERS

Mac Venzon, City of Reno, Chair
Blaine Beard, Washoe County, Vice-chair
Doug Campbell, City of Sparks
Gregg Deighton, City of Reno
Alexander Kukulus, Washoe County
Shawn McEvers, City of Sparks
Jamie Rodriguez, Washoe County
Lisa Rose-Brown, City of Sparks
Vacant, City of Reno

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

Chair Venzon called the meeting to order at 1:32 p.m. A quorum was established.

PRESENT: Blaine Beard, Gregg Deighton, Shawn McEvers, Jamie Rodriguez, Lisa Rose-Brown, Mac Venzon. Alexander Kukulus joined the meeting at 1:57 p.m.

ABSENT: Doug Campbell.

Jennifer Gustafson – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

Jennifer Gustafson – Deputy District Attorney, welcomed the new members and stated she is legal counsel to this body and that she will provide a presentation on the OML (Open Meeting Law) at the next meeting. Ms. Gustafson explained that all agenda items must be submitted at least two weeks before a scheduled meeting with any supporting documentation. This allows the Recording Secretary time to formulate the meeting agenda for distribution and posting the week before the meeting, Ms. Gustafson explained that while Board Members place agenda items on an agenda, non-member must submit their request to Chair Venzon who will determine whether or not the item will be included on the agenda. Ms. Gustafson pointed out the lack of supporting documentation for the meeting agenda and emphasized the staff reports are mandatory when seeking approval of funding. The 911 board's duty is to ensure that expenditures fall within the parameters of the Board's authority and suggested that future agenda items not having support material be stricken from the meeting agenda. Ms. Gustafson pointed out that the guidelines for travel/training will be provided to help better craft requests for travel training expenses.

Chair Venzon noted that the previous meeting had been cancelled due to a lack of quorum and recommended that future staff reports be placed in a specific area and include the agenda number.

Chair Venzon noted that agenda item 20 for Pro-QA Priority Dispatch Funding for the Reno Public Safety Dispatch would not be heard today but may be added to the next meeting agenda.

3. APPROVAL OF MAY 16, 2019, MINUTES [For possible action]

It was moved by Member McEvers, seconded by Member Deighton, to approve the May 16, 2019, minutes as submitted. The motion carried: Members Campbell and Kukulus absent and one position vacant.

911 Emergency Response Advisory Committee – DRAFT Minutes

September 19, 2019

Page 2 of 12

4. ELECTION OF VICE-CHAIR [For possible action]

Chair Venzon opened the agenda item and noted that the Vice-Chair should be a representative of Washoe County.

Member Rodriguez nominated Blaine Beard to serve as Vice-chair, Member McEvers seconded the nomination.

Member Beard accepted the nomination. There were no public comments.

The motion carried: Members Campbell and Kukulus absent and one position vacant.

5. FINANCIAL SUMMARY [For possible action] – A review, discussion, and possible action to accept the Financial Summary updates.

Sara DeLozier – Washoe County Technology Services, outlined the financial summary (copy on file) that includes everything in the Master Plan.

There were no Board or public comments.

It was moved by Member McEvers, seconded by Member McEvers, to accept the Financial Summary as present. The motion carried: Members Campbell and Kukulus absent and one position vacant.

6. LEGISLATIVE UPDATE [For discussion only] - An informational update on legislative bills enacted during the 2019 legislative session, as related to the 911 Emergency Response Advisory Committee.

Member Rodriguez provided an overview of legislative actions during the 2019 legislative session. Member Rodriguez noted that the legislation from SB12 added a priority funding list to cover the costs of the 5-year plan update, audit of the telecommunications company as well as all costs associated with dispatch and the original purchase and maintenance. Member Rodriguez commented that the Legislature had addressed another concern about whether funding for personnel would be an eligible use of the surcharge. Member Rodriguez noted that the primary purpose of the surcharge is for Dispatch which is reflected in the spending priority. Additionally, SB89 includes a provision to add the Washoe County School District and the use of body cameras by the School District's police. SB89 added the Department of Alternative Sentencing for the purchase of body cameras only. The BCC (Board of County Commissioners) will hear the first reading of to add the Washoe County School District as a non-voting member will be heard on September 24, 2019.

Responding to Chair Venzon's inquiry about whether the 5-year Master Plan will need to be modified to accommodate the addition of the Washoe County School District as a non-voting member, Member Rodriguez commented that the plan may need some amendment but not a new Master Plan.

Alex Kukulus joined the meeting at 1:57 p.m.

Funding Requests – Bodyworn Camera Related

7. **WASHOE COUNTY SHERIFF’S OFFICE AXON REIMBURSEMENT REQUEST** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a reimbursement request for hardware, network, and equipment related costs through the E911 Funds for Year 2 Axon Fleet II payment in an amount not to exceed \$96,480.00.

Chair Venzon noted that this was a continuation of the this is a continuation of the 5 year contract for dash cams for the Washoe County Sheriff’s Office, which has been approved previously. This particular request is for the year 2 payment of \$96,480.00.

There were no board or public comments.

It was moved by Member Rodriguez, seconded by Member McEvers, to approve a reimbursement request for hardware, network, and equipment related costs through the E911 Funds for Year 2 Axon Fleet II payment in an amount not to exceed \$96,480.00. The motion carried: Member Campbell absent and one position vacant.

8. **WASHOE COUNTY SHERIFF’S OFFICE BODY WORN CAMERA REIMBURSEMENT REQUEST** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a third-year request for funding Body Worn Cameras (Hereinafter “BWC”) and related supplies in the amount of \$227,889.

Chair Venzon opened noting that the matter was on a previous agenda at a total cost of \$292,700.30 compared to current request of \$227,889.00.

Jen Gustafson, Deputy District Attorney, noted that June 24, 2019, staff report indicated a cost of \$227,889.00

Chair Venzon withdrew his previous comment.

There were no Board or public comments.

It was moved by Member Deighton, seconded by Member Beard, to approve the Washoe County Sheriff’s Department third-year request for Body Worn Camera funding in the amount of \$227,889.00. The motion carried: With Member Campbell absent and one position vacant.

Member Kukulus apologized for his late arrival,

9. **REQUEST FOR REIMBURSEMENT FOR BODY WORN CAMERA HARDWARE AND NETWORKING SERVICES COSTS NOT TO EXCEED \$33,871.00** [For possible action] – A review, discussion and possible action to approve reimbursement to the City of Sparks for FY19/20 dedicated 1 GB internet service provided by Charter/Spectrum Business. The

911 Emergency Response Advisory Committee – DRAFT Minutes

September 19, 2019

Page 4 of 12

purchase of six additional Body Worn Cameras (BWC) for the six new officer positions, to include additional licenses, with Axon. Total request not to exceed \$33,871.00.

Chair Venzon opened the agenda item.

Chris Crawforth, City of Sparks, summarized the reimbursement request for Body Worn Camera hardware and network services in an amount not to exceed \$33,871.00.

There were no Board or public comments.

It was moved by Member Beard, seconded by Member McEvers, to approve the reimbursement request to the City of Sparks for FY19/20 for dedicated internet services by Charter/Spectrum Business and purchase of six (6) Bodyworn cameras for six new officer positions including additional licenses with Axon in an amount not to exceed \$33,871.00. The motion carried: With Member Campbell absent and one position vacant.

- 10. JOINDER CONTRACT TO PURCHASE BODY WORN CAMERAS** [For possible action] A review, discussion and possible action to recommend that the BCC (Board of County Commissioners) approve, deny or otherwise modify a Joinder Contract to purchase Body Worn Cameras (Hereinafter “BWC”), related supplies, and technological services through the State of Nevada “3273 – Contract for Services of Independent Contractor” awarded to Axon Enterprise, Inc. (formerly Taser International), 17800 N. 85th St, Scottsdale, AZ, 85255. Estimated expenditures are \$1,540,427.34 per the contract term. If approved, authorize Purchasing and Contractors Manager to execute all relevant contract documents and agreements.

Chair Venzon opened the agenda item to fund \$1,540,427.34 per the contract term and approval to execute relevant contract documents and agreements.

Member Beard commented that he had not had sufficient time to review the request and has only been in his position with the Washoe County Sheriff’s Office for 5 weeks.

Member Rose-Brown questions whether the request for jail staff qualifies for 911 funding.

Member Beard commented that it does as jail staff comes into contact with individuals in and around the Parr Boulevard and other County facilities.

There was discussion about whether this was a total contact price or if this was in addition to the existing contact.

Member Beard explained that this is in addition and that an updated item will be brought forward each fiscal year.

Member McEvers noted that the motion today is for a 5-year contract with this being the first year for fiscal year 2019-2020.

911 Emergency Response Advisory Committee – DRAFT Minutes

September 19, 2019

Page 5 of 12

Responding to Member Rodriguez's inquiry about BCC approval and whether the 911 Board would review the request annually, Member Beard stated the Member Rodriguez was correct in her interpretation.

Responding to Chair Venzon's question about whether there was sufficient funding to cover this request as well as Washoe County School District, Sara DeLozier – Washoe County, commented that the Washoe County School District was not included in the budget forecast but was covered in the 5-year Master Plan which leave about \$4.6 million. It is unknown whether the City of Reno will expend their \$500,000.00 this fiscal year.

Chair Venzon pointed out that the fund balance cannot fall below or exceed specific thresholds at the end of the fiscal year.

There were no board or public comments.

It was moved by Member Rodriguez, seconded by Chair Venzon, to recommend that the Board of County Commissioners modify the fiscal year expenses to purchase Body Worn Cameras (Hereinafter "BWC"), related supplies, and technological services through the State of Nevada "3273 – Contract for Services of Independent Contractor" awarded to Axon Enterprise, Inc. (formerly Taser International), 17800 N. 85th St, Scottsdale, AZ, 85255. Estimated expenditures are \$1,540,427.34 per the contract term. If approved, authorize Purchasing and Contractors Manager to execute all relevant contract documents and agreements. The motion carried: Member Campbell absent and one position vacant.

Funding Requests – Training and Travel

- 11. REQUEST FOR TRAVEL AND TRAINING FOR WASHOE COUNTY SHERIFF'S OFFICE COMMUNICATIONS PSAP- APCO 2019** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a request to fund/reimburse the costs associated for two dispatchers to attend the APCO 2019 pre-conference training and conference for a total cost not to exceed \$7,500.00 for travel, registration, seminars, lodging, and meetings.

Jen Felter provided an overview of the request for funding/reimbursement of costs associated with two dispatchers to attend the APCO 2019 pre-conference in an amount not to exceed \$7,500.00.

Responding to Member Rodriguez's inquiry about when the conference occurred, Ms. Felter explained that the conference had already been held noting that a similar issue will be encountered under the remaining agenda items as the previous 911 meeting had been cancelled.

There were no Board or public comments.

Quinn Korbolic noted that the full amount might not be expended if the receipts are less than what is authorized. However, in the event the costs exceed the authorization the entity may submit an agenda item for reimbursement of the remainder.

It was moved by Member Beard, seconded by Member Rose-Brown, to approve the cost for two dispatchers to attend the APCO 2019 pre-conference training and conference for a total cost not to exceed \$7,500.00 for travel, registration, seminars, lodging, and meetings. The motion carried: Member Campbell absent and one position vacant.

- 12. REQUEST FOR FUNDING/REIMBURSEMENT FOR TRAINING WASHOE COUNTY SHERIFF'S OFFICE COMMUNICATIONS PSAP STAFF** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a request to fund/reimburse the costs associated with: (1) International Academy of Emergency Dispatching (IAED) EMD/EPD/EPD call taking software training and certification or recertification for Washoe County Communications staff members for a total amount not to exceed \$6,940.00; and (2) IAED training and certification or recertification through December of 2019 for a total amount not to exceed \$17,000.00.

Jenn Felter outlined the request not that this runs through December 2019. This will enable training and certification which should be well below the requested \$17,000.00. Ms. Felter noted that seven (7) individuals had been through the training program. However, the academy has not yet billed Washoe County

There were no Board or public comments.

It was moved by Member Deighton, seconded by Member McEvers, to approve funding for: (1) International Academy of Emergency Dispatching (IAED) EMD/EPD/EPD call taking software training and certification or recertification for Washoe County Communications staff members for a total amount not to exceed \$6,940.00; and (2) IAED training and certification or recertification through December of 2019 for a total amount not to exceed \$17,000.00. The motion carried: Member Campbell absent and one position vacant.

- 13. REQUEST FOR TRAVEL AND TRAINING FOR WASHOE COUNTY SHERIFF'S OFFICE COMMUNICATIONS PSAP - NENA 2019** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with sending two dispatchers to the NENA 2019 for a total cost not to exceed \$7,000.00 for travel, registration, seminars, lodging, and meetings.

Jenn Felter summarized the request noting that the conference had already occurred. However, the exact expenditures have not yet been submitted.

There were no Board or public comments.

It was moved by Member Beard, seconded by Member Rose-Brown, to approve a request to reimburse the costs associated with sending two dispatchers to the NENA 2019 for a total cost not to exceed \$7,000.00 for travel, registration, seminars, lodging, and meetings. The motion carried: Member Campbell absent and one position vacant.

911 Emergency Response Advisory Committee – DRAFT Minutes

September 19, 2019

Page 7 of 12

- 14. FUNDING REQUEST FOR TRAVEL AND TRAINING FOR CITY OF SPARKS - NAVIGATOR CONFERENCE** *[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 the Navigator Conference hosted by the International Academies of Emergency Dispatch, April 24-26, 2019, in an amount not to exceed \$5,500.00*

Member Rose-Brown commented that this conference had already occurred and she believes that it is part of the 911 annual budget for travel/training.

There were no Board or public comments

It was moved by Chair Venzon, seconded by Member Beard, to approve reimbursement to the City of Sparks for the costs associated with attending the Navigator Conference hosted by the International Academies of Emergency Dispatch, April 24-26, 2019, in an amount not to exceed \$5,500.00. The motion carried: Member Campbell absent and one position vacant.

- 15. FUNDING REQUEST FOR TRAVEL AND TRAINING FOR CITY OF SPARKS- NENA CONFERENCE** *[For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a City of Sparks Police Department funding request for reimbursement for the costs associated with attending the National Emergency Number Association (NENA) Conference June 14, 2019 through June 19, 2019, in an amount not to exceed \$5,400.00.*

Chair Venzon opened the agenda item.

Member Rose-Brown a conference we attend annually

There were no board or public comments.

It was moved by Member Rodriguez, seconded by Member Heard, to approve the City of Sparks Police Department reimbursement request for the June 14, 2019 through June 19, 2019 National Emergency Number Association (NENA) conference in an amount not to exceed \$5,400.00. The motion carried: Member Campbell absent and one position vacant.

- 16. REQUEST FOR TRAVEL AND TRAINING FUNDING FOR CITY OF RENO PSAP** *[For possible action] A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with two staff members to attend the annual APCO Conference and Pre-conference training in Baltimore, MD (August 10-15, 2019), for a cost not to exceed \$5,000.00 for travel, registration, seminars and meetings.*

Chair Venzon opened the agenda.

Deana Moore – Reno commented that staff only attended the annual APCO Conference in Baltimore, Maryland August 10 through 15, 2019, but not the Pre-Conference at a cost of \$4,558.00.

There were no board or public comments

It was moved by Member Beard, seconded by Member Deighton, to approve the reimbursement to the City of Reno for the August 10 through 15, 2019, APCO Conference in the amount of \$4,558.00. The motion carried: Member Campbell absent and one position vacant.

Funding Requests – Other

- 17. FUNDING/REIMBURSEMENT REQUEST FOR WASHOE COUNTY'S EMERGENCY SERVICE PLAN PLATINUM PACKAGE** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify Washoe County Sheriff's Office Communications Center PSAP's request for reimbursement for the renewal of our International Academy of Emergency Dispatching - Emergency Service Plan (ESP) Platinum Package, which maintains our licensing, updates, and customer support of our police, fire, and medical call-taking software in a total amount not to exceed: \$20,000.00.

Chair Venzon opened the agenda item.

Jenn Felter – Washoe County, outlined the request to reimburse expenses for the renewal of the International Academy of Emergency Dispatching in an amount not to exceed \$20,000.00.

There were no Board or public comments.

It was moved by Member Beard, seconded by Member McEvers, to approve Washoe County Sheriff's Office request for International Academy of Emergency Dispatching - Emergency Service Plan (ESP) Platinum Package, which maintains our licensing, updates, and customer support of our police, fire, and medical call-taking software in a total amount not to exceed: \$20,000.00. The motion carried: Member Campbell absent and one position vacant.

- 18. WASHOE COUNTY SHERIFF'S OFFICE FUNDING/REIMBURSEMENT REQUEST FOR HEADSETS & ACCESSORIES** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify the Washoe County Sheriff's Office Communications Center PSAP's funding/reimbursement request to purchase the following: ten (10) headsets, twelve (12) spare batteries, seven (7) corded PTT (push to talk) headset adapters, five (5) wireless PTT adapters, and five (5) in-line mute switches in a total amount not to exceed: \$4,000.00.

Chair Venzon opened the agenda item.

Jen Felter – Washoe County, outlined the request for additional and/or replacement equipment.

Chair Venzon noted that the item could be withdraw and brought back to a future meeting in the request is for more than the amount agendized.

Ms. Felter commented that she would seek the approval for \$4,000.00 and submit a separate request if the cost is greater than the \$4,000.00 being requested.

911 Emergency Response Advisory Committee – DRAFT Minutes

September 19, 2019

Page 9 of 12

There were no Board or public comments.

It was moved by Member Rodriguez, seconded by Member Beard, to approve ten (10) headsets, twelve (12) spare batteries, seven (7) corded PTT (push to talk) headset adapters, five (5) wireless PTT adapters, and five (5) in-line mute switches in a total amount not to exceed: \$4,000.00. The motion carried: Member Campbell absent and one position vacant.

- 19. WASHOE COUNTY SHERIFF'S OFFICE FUNDING/REIMBURSEMENT REQUEST FOR HARRIS RADIO EQUIPMENT** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a request to purchase/reimburse three (3) Harris Radio Equipment 6-wire Jack Boxes for use by the Washoe County Sheriff's Office Communications Center PSAP in a total amount not to exceed: \$1,100.00.

Chair Venzon opened the agenda item.

Jenn Felter – Washoe County, commented that this accommodates the three radio consoles previously purchased.

There were no board or public comments.

It was moved by Member Beard, seconded by Member McEvers, to approve the Washoe County Sheriff's Office request to purchase three (3) Harris Radio Equipment 6-wire Jack Boxes for use by the Washoe County Sheriff's Office Communications Center PSAP in a total amount not to exceed: \$1,100.00. The motion carried: member Campbell absent and one position vacant.

- 20. FUNDING REIMBURSEMENT REQUEST - PRO-QA PRIORITY DISPATCH FUNDING FOR THE CITY OF RENO PUBLIC SAFETY DISPATCH** [for possible action] - A review, discussion and possible action approve, deny or to otherwise modify a request for funding reimbursement for Reno Public Safety Dispatch for the balance remaining for ProQA-Priority Fire Dispatch (EFD) Software. Reimbursement amount not to exceed \$28,731.

This item pulled from the agenda.

911 Emergency Response Advisory Committee – DRAFT Minutes

September 19, 2019

Page 10 of 12

- 21. ANNUAL CODE RED FUNDING REQUEST** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a request to fund Code Red Reverse 911 System in an amount not to exceed \$10,000.00.

Quinn Korbolic noted that this request will cover the cost of Reverse 911 system and that it has historically been funded by this body.

There were no board or public comments.

It was moved by Member McEvers, seconded by Member Deighton, to approve the request to fund Code Red Reverse 911 System in an amount not to exceed \$10,000.00. The motion carried: Member Campbell absent and one position vacant.

Chair Venzon recessed the meeting at 2:38 p.m.

Chair Venzon reconvened the meeting at 2:52 p.m.

Other Items

- 22. HISTORICAL OVERVIEW ON HOW THE CURRENT SYSTEM** [Non-action item] – An informational overview on how the system came into being and how the 911 Emergency Response Advisory Committee played a role in the implementation of the current system.

This item was pulled from the agenda.

- 23. PUBLIC SAFETY COMMUNICATIONS UPDATE** [Non-action item] – An information update on what is available in the region and how the region compares to national trends in new technologies, radio communications and dispatch systems.

This item was pulled from the agenda.

- 24. BACKUP FACILITY AND UPGRADES TO EXISTING FACILITIES** [For possible action] – A review, discussion and possible action to: (1) continue the discussion on determining the location of a regional 911 backup facility, and 2) determine whether upgrades to existing facilities should include additional consoles.

Chair Venzon drew attention to the 5 year Master Plan discussion of a backup PSAP (Public Safety Answering Point) that would serve all three entities (Reno, Sparks and Washoe County). Chair Venzon drew attention to the growth experienced in the region and the ever increasing need for such a facility in the event of a catastrophic incident. Chair Venzon recalled previous discussion about the use of 911 funds to engage a consultant to assist in the identification of an appropriate back-up site. The Board is awaiting a legal opinion on the use of fund for a consultant.

Member Rose-Brown commented that her discussions with the Reno and Washoe County Dispatch operations about potential funding sources and appropriate location. Although the City of Sparks is

911 Emergency Response Advisory Committee – DRAFT Minutes

September 19, 2019

Page 11 of 12

expanding their PSAP the expansion will not accommodate other agencies. Member Rose-Brown emphasized that this is a group effort that requires the three entities to work together toward an appropriate solution.

Jenn Felter commented that she had discussed the issue with Dena Moore on how to assist the City of Sparks. There was some Discussion about the using the room set aside for Fire Chiefs but has not yet been discussed with the Fire chiefs.

Dena Moore noted that other than the break-out room the alternative appeared to require a 2 person staff reduction for both Reno and Washoe County.

Chair Venzon recalled previous discussion on the matter that this body might not be able to move forward with Chair Venzon emphasized the urgent need for a back-up facility, which is one of the approved projects in the 5-year Master Plan.

There were no public comments and no specific action taken.

- 25. 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., November 21, 2019.

Member Rose-Brown commented that the City of Sparks would be seeking additional radio consoles and equipment.

Shawn McEvers suggested that this may be an appropriate time to review the Bylaws to assure that the original intent of this body is not lost.

Shawn Tayler – Washoe County, concurred with the growth being experienced in the region and its impact to PSAPs. Mr. Tayler suggested that perhaps staff could review and provide some guidance on body worn cameras and other issues.

Jennifer Gustafson – Deputy District Attorney, commented that the OML (Open Meeting Law) presentation would include ethics and an update on bylaws.

Chair Venzon suggested a discussion item about the possibility of an audit as presented in the last legislative session.

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

Jamie Rodriguez noted that by next meeting the new non-voting member from the Washoe County School Board should be appointed.

Jennifer Gustafson – Deputy District Attorney, explained that while the Washoe County School District will be a non-voting member their representative will count as part of the quorum.

27. ADJOURNMENT [Non-action item]

Chair Venzon adjourned the meeting at 3:07 p.m.

Draft