

# 911 Emergency Response Advisory Committee

## **DRAFT Minutes**

**Thursday, November 21, 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  
Doug Campbell, City of Sparks  
Gregg Deighton, City of Reno  
Alex Kukulus, Washoe County  
Robert Leighton, City of Reno  
Shawn McEvers, City of Sparks  
Jamie Rodriguez, Washoe County  
Lisa Rose-Brown, City of Sparks  
Tracy Moore, School District

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

Chair Venzon called the meeting to order at 1:31 p.m. A quorum was established.

**PRESENT:** Blaine Beard, Doug Campbell, Alex Kukulus, Robert Leighton, Mac Venzon, Tracy Moore, Jamie Rodriguez, Lisa Rose-Brown.

**ABSENT:** Gregg Deighton.

Chair Venzon stated that agenda item 6 would be heard after agenda item 9.

#### **2. PUBLIC COMMENTS [Non-action item]**

There were no public comments

#### **3. APPROVAL OF SEPTEMBER 19, 2019, MINUTES [For possible action]**

Chair Venzon opened the agenda item and hearing no public or Board comments asked for a motion.

***It was moved by Member Rodriguez, seconded by Member Kukulus, to approve the September 19, 2019, minutes, as submitted. The motion carried: Member Deighton absent.***

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

Sara DeLozier – Washoe County Technology Services, provided an update on the financial summary pointing out that the report indicated items identified in the Master Plan with an ending fund balance of \$5-million.

There were no public or Board comments.

***It was moved by Member Beard, seconded by Member McEvers, to accept the Financial Summary as presented. The motion carried: Member Deighton absent.***

#### **5. NEVADA OPEN MEETING LAW AND ETHICS PRESENTATION [Non-action item] – An informational presentation on the requirements of Nevada's Open Meeting Law ("OML"), as codified in NRS Chapter 241, and ethics in government, as codified in NRS Chapter 281A.**

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A copy of the full presentation can be found at: [https://drive.google.com/file/d/1v\\_ZO1SRbD4RU3gvl-3Ct5XYEtcpqnP1T/view?usp=sharing](https://drive.google.com/file/d/1v_ZO1SRbD4RU3gvl-3Ct5XYEtcpqnP1T/view?usp=sharing).

Jen Gustafson – Deputy District Attorney, narrated an Open Meeting Law and Ethics PowerPoint presentation highlighting the OML posting and public noticing requirements, support materials and ethics. Ms. Gustafson encouraged members having additional questions to contact the Washoe County District Attorney's Office.

- 7. REQUEST FOR EQUIPMENT FOR CITY OF RENO PUBLIC SAFETY DISPATCH 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 the purchase of: fifteen (15) Spare Earloops \$123.75, Twenty (20) Ear Cushions \$58.20, and ten (10) Inline Amplifiers \$1,074.00; for a total not to exceed \$1,255.95.

Joanna Aiken – Reno Dispatch, outlined the funding request for: fifteen (15) Spare Earloops \$123.75, Twenty (20) Ear Cushions \$58.20 and ten (10) Inline Amplifiers \$1,074.00; for a total not to exceed \$1,255.95.

There were no Board or public comments

***It was moved by Member Leighton, seconded by Member Beard to approve funding for the costs associated with the purchase of: fifteen (15) Spare Earloops \$123.75, Twenty (20) Ear Cushions \$58.20, and ten (10) Inline Amplifiers \$1,074.00; for a total not to exceed \$1,255.95. The motion carried: Member Deighton absent.***

- 5. REQUEST FOR FUNDING FOR AN RFP TO DEVELOP NEW CAD/RMS SYSTEM** [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a request for funding for an RFP (Request for Proposal) via a consultant in an amount not to exceed \$150,000.00 to develop a new CAD/RMD system.

Rishma Khimji – City of Reno, drew attention to the handout (copy on file) on the steps needed to move forward an upgrade of the Tiburon System, Ms. Khimji pointed out that the City of Reno in conjunction with Washoe County had initially partners on the system in 2002 as well as upgrades in 2006 and 2008. A newer CAD system was purchased in 2013, with the City of Sparks joining the system with the upgraded purchased in 2016. Ms. Khimji noted that PLPT (Pyramid Lake Paiute Tribe), UNR and TMCC also use the Tiburon system, which is hosted by the City of Reno. The City of Reno is looking to implement CAD to CAD in January 2020. The intent is to issue a RFP (Request for Proposal) to develop a regional system that works for all partner agencies. The request is to fund a consultant in an amount not to exceed \$150,000.00 to assist in the development of a standardized platform to leverage a number of technologies. Ms. Khimji noted that the intent is to replace the system no later than March 2020, award a contract by May 2021 with implementation by March 2022.

During a brief discussion it was pointed out that this is the first time the City of Reno has sought funding. As the discussion continued, it was suggested that perhaps representatives of the local jurisdictions form a committee to provide updates to the 911 Committee as the process moves

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forward to assure that the 911 Board is kept informed of the progress. Additionally, the RFP should include items for the dispatch centers, jail and RMS. Other discussion noted that the RFP could include language that requires the consultant to seek additional approval for funding of items that may be outside the CAD system. Other discussion noted that the region is playing catch-up on the needed upgrades to the CAD to CAD system which was mandated by the EMS Advisory Board. Discussion then noted that legal counsel should be sought as to whether or not 911 funding can be used. If not the City of Reno will approach each agency individually for funding. It was pointed out that the City of Sparks has modified their system and that this is not a task to undertake lightly. It is also important to keep an eye on an integrated system that can communicate between various platforms. It was suggested that a working group of the agencies be appointed to guide the process for the three agencies. As the discussion continued, it was explained that the City of Reno budgets for RMS for their jurisdiction as well as the system as a whole.

Ms. Khimji noted that the Master Contract includes the CAD and RMS system but not the Washoe County Jail which is a separate contract. Ms. Khimji noted that the intent is to move to a new CAD system in a regional format that includes Sparks and Washoe County. Ms. Khimji explained that the City of Reno cannot fully support a regional 24/7 system without sharing responsibilities with the other agencies. The current system has caused some concern among the agencies on a regional level. The intent is to provide a regional solution that will allow the responders to review the contract.

Discussion focused on the need to update the Tiburon and other technologies to move forward or be forced to look at the package as a whole to fully integrate the agencies which has not yet been realized. It was suggested that perhaps Washoe County should bear the burden of the process to figure out who should be part of the vendor selection process. As the discussion continued, it was emphasized that the request by the City of Reno is to identify and find a consultant. Therefore, it is crucial that each agency be part of the committee as a new CAD system is needed. The RFP is intended to fund a consultant that will allow the agencies to ultimately identify the RFP to get answers. The CAD Master Contract will be brought to the 911 Committee for final review and approval. It was pointed out that the matter cannot be delayed until the January 2020 meeting as the consultant needs to be selected sooner rather than later as this is a priority. Other discussion reiterated that a working group formed to identify and review the scope of work and list of potential vendors for what will most likely be a \$5-million system.

Discussion then turned to the anticipated \$5-million cost and its potential impact on the 911 fund. It was explained that additional detail is needed on the potential costs to assure an accurate analysis of the 911 fund. It was pointed out that this would also shift the burden of the project from the City of Reno to Washoe County. Other discussion voiced concerns about seeking authority from the individual agencies to fund a \$5-million project. Additionally, it is felt that additional detail is needed.

Member Beard left the meeting 3:04 p.m.

Chair Venzon noted that body cameras had also been discussed.

Member Beard rejoined the meeting at 3:05 p.m.

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Responding to Chair Venzon's inquiry about the use of the funds for other components that may be within the scope and purview of the 911 Committee, Jen Gustafson – Deputy District Attorney, explained that NRS 44.7645 the funds are for the telephone system upgrades and equipment needs.

Discussion then noted that participating agencies would have to cover their own CAD costs. As the discussion continued it was recommended that the request be approved so that the RFP can be developed with input from all participating agencies. It was noted that noted the need for an integrated recording system.

***It was moved by Member Leighton, seconded by Member Kukulus, to approve the request a request for funding for an RFP (Request for Proposal) via a consultant in an amount not to exceed \$150,000.00 to develop a new CAD/RMD system.***

Chair Venzon suggested an amendment to include Jail Management and EMS with those costs identified and paid by the respective agency.

***The amendment to the motion was accepted.***

Ms. Khimji noted that the CAD system dispatch is jointly owned by the Cities of Reno, Sparks and Washoe County.

Ms. Gustafson noted that the proposed amendment is somewhat problematic as it expands the scope of the RFP without the agencies being aware of the additional costs. The RFP must focus only on 911.

Ms. Khimji stated that the 911 fund would pay only for the CAD portion with the City of Reno absorbing costs for RMS or jail system.

***Member Leighton withdrew the motion, Member Kukulus withdrew the second.***

***A motion by Member Rodriguez, to approve the expenditure for an RFP in amount not to exceed \$150,000.00, with a working group formed consisting of representatives from Washoe County, City of Reno and City of Sparks died due to lack of a second.***

***It was moved by Member Rose-Brown, seconded by Member Rodriguez, to approve the funding in an amount not to exceed \$150,000.00 to for a consultant to assist in the development an RFP (Request for Proposal) to select a consultant to assist in the development of and RFP for regional a CAD system. The motion carried: Member Deighton absent.***

The meeting recessed at 3:24 p.m. and reconvened at 3:34 p.m.

**9. BACKUP FACILITY AND UPGRADES TO EXISTING FACILITIES** [For possible action] – A review, discussion and possible action to: (1) continue the discussion on determining the

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location of a regional 911 backup facility, and 2) determine whether upgrades to existing facilities should include additional consoles.

Continued to the January 16, 2020 meeting.

### **6. UPDATE OF 911 EMERGENCY RESPONSE ADVISORY COMMITTEE BYLAWS AND GENERAL PROVISIONS** [For possible action] – A review, discussion and possible action to update the 2015 911 Emergency Response Advisory Committee's Bylaws and General Provisions due to legislative changes from the 2017 and 2019 sessions and current Committee policies and standard practices.

Jen Gustafson – Deputy District Attorney, distributed a handout on the bylaws and amendments to the bylaws stating that she would bring the bylaws back to the January 2020 meeting for final approval. Ms. Gustafson outlined the by-laws created in 2015 and action taken by the legislature in 2018. Committee membership was updated as provided in Washoe County Code, which mandates voting members from particular agencies each for the City of Reno, City of Sparks and Washoe County. Recently the Washoe County School District was added with one non-voting member.

Member Campbell pointed out that the Washoe County School District member, while being a non-voting member, does count toward quorum. Additionally, one sentence that allowed the Committee to appoint an at-large member has been removed.

During the discussion it was noted that an absence of 3 or more meetings in a fiscal year may result in removal of a member. Other discussion noted that member terms are covered in Washoe County Code Chapter 65 and that staff maintains a list of member terms.

Chair Venzon opined that when the law changed the terms were staggered with some members having an initial 2 year term rather than the typical 4 year term.

Ms. Gustafson then focused on the voting requirements, noting that a simple majority of the quorum is needed for a motion to be passed. Ms. Gustafson then outlined the public noticing and posting requirements as required by the Nevada OML (Open Meeting Law). Ms. Gustafson commented that agenda items and support materials need to be provided two weeks in advance of the posting date, which allows the agenda to be reviewed and posted in a timely manner.

Member Rodriguez left the meeting at 3:51 p.m.

Ms. Gustafson asked for feedback on how the board would like agenda items to be placed on the agenda.

Chair Venzon commented that he supports the submission of an agenda item through any board member.

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Member Rose-Brown commented that anyone employed at a PSAP can submit an agenda item without being filtered by a sitting member. Anyone from the general public or not employed at a PSAP must submit through a sitting member.

Ms. Gustafson commented that agenda items should be submitted to the recording secretary along with specific language and support materials at least two-weeks before a scheduled meeting, except in the event of a special meeting. Ms. Gustafson clarified that meeting minutes and support documents are maintained by the Washoe County Manager's Office or designee.

Quinn Korbolic – Technology Services, commented that in practice Technology Services maintains the records for the 911 Emergency Response Advisory Committee.

Ms. Gustafson then drew attention to Article 8 which outlines the responsibilities of the body with the former language shown in black.

Chair Venzon suggested a change in the language to read Chair or Designee.

Ms. Gustafson then noted that expenditures for body and vehicle cams are according to the NRS requirements whereas by-laws are about the committee's internal policies and procedures.

Member Tracy Moore left the meeting at 3:59 p.m.

Ms. Gustafson noted that the 911 Committee makes recommendations to the BCC (Board of County Commissioners) and that this body is a type of County Advisory Board designed by NRS. Ms. Gustafson then pointed out that staff reports are prepared by Washoe County staff. Responding to an inquiry about whether certain items, such as travel/training reimbursement requests can simply be placed on a consent agenda, Ms. Gustafson explained that it is helpful to have a record of the request, discussion and subsequent action for the public record. Ms. Gustafson will make the recommended modifications and seek final action and/or approval at the January 16, 2020, meeting.

There were no public comments and no action required.

### **10. 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 16, 2020.

Member Doug Campbell recommended that March 2020 meeting date be moved a week earlier or a week later to accommodate attendance at the Central Square. Additionally, Member Campbell suggested a review of the 911 budget and what impact the expenditure for a replacement CAD system will have.

Member Alex Kukulius suggested an agenda item to determine which entity might support the future CAD system.

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Chair Venzon suggested a standing item that provides an update on the RFP and consulting process for the CAD program also update on where at with refreshing the CAD.

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

There were no public comments.

**9. ADJOURNMENT** [Non-action item]

Chair Venzon adjourned the meeting at 4:37 p.m.

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