

# 911 Emergency Response Advisory Committee

## **Minutes**

**Thursday, November 19, 2020**

**1:30 p.m.**

**Meeting held via teleconference.**

### **MEMBERS**

Blaine Beard, Washoe County, Chair  
Shawn McEvers, City of Sparks, Vice Chair  
Doug Campbell, City of Sparks  
Gregg Deighton, City of Reno  
Alexander Kukulus, Washoe County  
Tracy Moore, Washoe County School District  
Jamie Rodriguez, Washoe County  
Lisa Rose-Brown, City of Sparks  
Zachary Thew, City of Reno  
Jeff Voskamp, City of Reno

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

The meeting was called to order at 1:31 p.m.

**PRESENT:**

Blaine Beard	Washoe County (Sheriff)
Doug Campbell	City of Sparks (Municipal Court)
Gregg Deighton	City of Reno (Municipal Court)
Alexander Kukulus (arrived 1:37 p.m.)	Washoe County (At-Large)
Shawn McEvers	City of Sparks (At-Large)
Tracy Moore	Washoe County School District
Jamie Rodriguez	Washoe County (At-Large)
Lisa Rose-Brown	City of Sparks (Police)
Zachary Thew	City of Reno (Police)
Jeff Voskamp (departed 2:21 p.m.)	City of Reno (At-Large)

**ABSENT:** All members were present

Lindsay Liddell, Washoe County Deputy District Attorney, was also in attendance.

**2. PUBLIC COMMENTS [Non-action item] – Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the 911 Emergency Response Advisory Committee agenda.**

There was no response to the call for public comment; no emails had been submitted prior to the meeting.

**3. APPROVAL OF OCTOBER 8, 2020, MINUTES [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.**

Jamie Rodriguez, Washoe County moved to approve the draft October 8, 2020, meeting minutes; Blaine Beard, Washoe County, provided the second. There was no response to the call for Committee or public comment. Upon the call for a vote, the minutes were unanimously approved as written.

# 911 Emergency Response Advisory Committee

\*\*Minutes\*\*

November 19, 2020

Page 2 of 6

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

Sara DeLozier, Washoe County Technology Services, presented the Financial Summary dated October 31, 2020. The forecast was based on three months of contributions.

Gregg Deighton, City of Reno, moved to accept the Financial Summary; Jamie Rodriguez, Washoe County, provided the second. There was no response to the call for Committee discussion or the call for public comment. Upon the call for a vote, the Financial Summary was accepted unanimously.

5. **Consent Items [For Possible Action]**

- 5a. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY DISPATCH PSAP – DISPATCH HEADSETS, KEYBOARDS AND ACCESSORIES** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of six HW540 Plantronics Encore Convertible Headsets (\$423.60), five Plantronics Spare Earloops (\$29.30), ten Plantronics Quick Disconnect In-line Mute Switch (\$115.40), fifteen HP SB USB Wired Keyboards (\$333.75) and thirty-five Plantronics Spare Ear Cushions (\$102.05) for an amount not to exceed \$1,004.10. *Dena Moore, City of Reno*
- 5b. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE – SWAT KITS** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of twelve Axon Flex 2 Tactical SWAT kits, to include the ARC rail accessory, to be utilized by the Washoe County SWAT Team, in an amount not to exceed \$970.00. *Blaine Beard, Washoe County*
- 5c. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE DISPATCH PSAP – RADIO BATTERIES** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of 15 spare Harris HT HXL200P-Li(H) High Capacity Batteries which will increase radio talk time when the battery runs low or down, in an amount not to exceed \$1,135.20. *Jenn Felter, Washoe County*

There were no changes to the Consent Agenda. Lisa Rose-Brown, City of Sparks, moved to approve the Consent Agenda; Gregg Deighton, City of Reno, provided the second. There was no response to the call for Committee comment or public comment. Upon a call for a vote, the motion carried unanimously.

**End of Consent Items**

# 911 Emergency Response Advisory Committee

\*\*Minutes\*\*

November 19, 2020

Page 3 of 6

6. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO FIRE DEPARTMENT – MOBILE DATA COMPUTERS** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of fifteen Mobile Data Computers (MDCs) for the Reno Fire Department emergency apparatus, in an amount not to exceed \$58,200.00. *Jeff Voskamp, City of Reno*

Jeff Voskamp, City of Reno, reviewed the computers are used to receive calls from dispatch and are approaching end-of-life.

Jamie Rodriguez, Washoe County, expressed concern with the request being a permissive use comparing this equipment to how radios have been classified; she questioned whether a similar request had been previously considered. There was discussion about the function of the equipment and how it had been handled in the past. Ms. Rodriguez suggested this might be an appropriate item to be reviewed as part of the anticipated Master Plan update so as to capture the full scope of the impact.

Doug Campbell shared that the City of Sparks considered this part of outfitting a vehicle for deployment. Shawn McEvers, City of Sparks, shared his agency had previously considered this equipment to be in the same line as the radios. He expressed concern with the need to establish where the line would need to be drawn and what the overall impact (to the fund) would be if this request were approved, and the ability to apply it equally across all agencies.

Alex Kukulus, Washoe County, shared his perception that what can be considered a permissive use had been very narrowly interpreted in the past and that possibly an evolution of that scope was appropriate, especially considering the technology that is available and in use. He agreed with the need to consider the full impact, including the replacement schedule, and noted he would appreciate a legal opinion on the matter.

Mr. Voskamp relayed the NRS citation describing what could be considered a permissive use of the funds stressing that this equipment is vital for the communication being relayed to and from the dispatch staff. He shared that there is a known expected lifespan for the equipment that can be planned for. Mr. Voskamp offered he was open to the request being continued to a future meeting if it would provide the opportunity to resolve concerns and recognize more fully the impact of the precedent.

There was discussion of the ability and best way to compile the relevant data from the agencies before the next meeting. DDA Lindsay Liddell reminded the Committee to be mindful of discussions so as to avoid a “walking-quorum” or emails that allow for the “reply all” amongst the Committee members. Quinn Korbolic, Washoe County Technology Services, volunteered to compile information if it were sent to him. He agreed with the suggestion that the item being considered for inclusion in the Master Plan Update; he also suggested it may become helpful to have a more defined spending prioritization list.

Stu Cronan, Galena Group, shared, having been involved in the last two Master Plan updates, he was not aware of a previous precedent on this item. He shared southern Nevada was also looking at the NRS language surrounding “permissive use.” He acknowledged that when the surcharge was only twenty-five cents per phone per month, there may not have been the latitude to consider such requests and it may be beneficial to examine this question as part of the Master Plan update.

# 911 Emergency Response Advisory Committee

\*\*Minutes\*\*

November 19, 2020

Page 4 of 6

Jenn Felter, Washoe County Dispatch, voiced support for the use of the fund for this purpose as it allows first responders additional information prior to arriving. She spoke to how quickly the technology is advancing with the ability to send video imminent.

Jamie Rodriguez, Washoe County, moved to continue the item to the January agenda to allow agencies to provide the number of MDTs to Mr. Korbolic for compilation and requesting DDA Liddell return with a legal opinion regarding the legality of using the 911 Fund for these items.

Alex Kukulas, Washoe County, County, provided the second. There was no response to the call for further Committee discussion and no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

7. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO FIRE DEPARTMENT – FY21 CELLULAR SERVICE FOR MOBILE DATA COMPUTERS** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with the monthly cellular service for 73 Mobile Data Computers (MDCs) operated by the Reno Fire Department emergency apparatus, in an amount not to exceed \$35,100.00 for FY21. *Jeff Voskamp, City of Reno*

Jeff Voskamp, City of Reno, shared this is the cellular service for the computers discussed in Item 6 of this agenda. Jamie Rodriguez, Washoe County, echoed her concerns expressed with the request being a permissive use and suggested the cellular service be considered as part of the MDT discussion in January. Shawn McEvers, Washoe County, agreed that discussion about where the line is to be drawn in consideration of the computers, AVL, wiring and cellular service. Both acknowledged the importance of the devices and the function.

Doug Campbell, City of Sparks, moved to continue the item to the January agenda; Jamie Rodriguez, Washoe County, provided the second. There was no response to the call for further Committee discussion and no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

8. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS PUBLIC SAFETY DISPATCH PSAP – PROQA EMERGENCY FIRE DISPATCH** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with ProQA-Priority Dispatch Fire Dispatch Software licensing, training, quality assurance, accreditation and support associated with implementing Emergency Fire Dispatch (EFD) services in an amount not to exceed \$117,217.00. *Lisa Rose-Brown, City of Sparks*

Lisa Rose-Brown, City of Sparks, shared that this an update to a previously approved request [May 21, 2020, Item 13] to account for an increase in the number of licenses from six to ten; this would supersede the earlier request, if approved.

Jamie Rodriguez, Washoe County, moved to approve the to reimburse the costs associated with the with ProQA-Priority Dispatch Fire Dispatch Software licensing, training, quality assurance, accreditation and support associated with implementing Emergency Fire Dispatch (EFD) services in an amount not to exceed \$117,217.00; Doug Campbell, City of Sparks, provided the second. There was no response to the call for Committee discussion and no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

# 911 Emergency Response Advisory Committee

\*\*Minutes\*\*

November 19, 2020

Page 5 of 6

- 9. EMERGENCY 911 FIVE-YEAR MASTER PLAN CONSULTANT SELECTION** [For Possible Action] – A review, discussion and possible action to select Federal Engineering, Inc. to update the Emergency 911 Five-Year Master Plan to include but not be limited to a plan for Public Safety Answering Point back-up sites, the impacts of Regional Computer Aided Dispatch upgrade costs, an analysis of 911 Surcharge revenues and expenditures, and address all requirements for 911 Master Plans as specified by NRS; as recommended by staff for a cost not to exceed \$79,561.00. *Quinn Korbolic, Washoe County*

Quinn Korbolic, Washoe County Technology Services, shared that after the Committee's recommendation to move forward with an update, the Board of County Commissioners took action to initiate it. Two quotes had been received and scored with Federal Engineering receiving the higher score.

Jamie Rodriguez, Washoe County, asked if a regular item could be added to future agendas to include the Committee in discussions of future needs and consideration of new agency requests. Mr. Korbolic indicated the consultant would be conducting stakeholder interviews which would include the Committee members. The request for quotes had identified specific key items to be included in the Master Plan Update so expanding that scope of work may require an additional cost or contract amendment. The request for quotes asked the consultant to review and address the following:

- All NRS requirements
- Backup Sites
- Regional CAD upgrade
- Changes resulting from the 2019 legislative session
- 5-year analysis of revenue and expenditures
- Recommendation to Committee on actions that could be taken that haven't yet been

[Jeff Voskamp, City of Reno left the meeting at 2:21 p.m.]

Jamie Rodriguez, Washoe County, moved to approve the selection of Federal Engineering, Inc. to update the Emergency 911 Five-Year Master Plan to include but not be limited to a plan for Public Safety Answering Point back-up sites, the impacts of Regional Computer Aided Dispatch upgrade costs, an analysis of 911 Surcharge revenues and expenditures, and address all requirements for 911 Master Plans as specified by NRS; as recommended by staff for a cost not to exceed \$79,561.00. Blaine Beard, Washoe County, provided the second. There was no response to the call for further Committee discussion and no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

- 10. REGIONAL COMPUTER AIDED-DISPATCH (CAD) SYSTEM REPLACEMENT UPDATE** [Non-action item] – An informational update and discussion of the Regional CAD System Replacement Project.

Rishma Khimji, City of Reno Department of Information Technology, shared that in September and October the consultant held stakeholder discovery sessions with dispatch, fire and police users as well as secondary and tertiary partners (REMSA, the Tribes, Airport). The High-Level Needs Assessment had been composed that shared with the primary stakeholders for their review and comments. From the Needs Assessment, the consultant will begin to develop the RFP with

# *911 Emergency Response Advisory Committee*

**\*\*Minutes\*\***

November 19, 2020

Page 6 of 6

very specific requirements. The Needs Assessment would be shared with the Committee as well as the timeline for the project.

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 for January 21, 2021, 1:30 p.m.

There were no requests for the next agenda.

12. **PUBLIC COMMENT** [Non-action item] – Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the 911 Emergency Response Advisory Committee agenda.

There was no response to the call for public comment; no emails had been submitted prior to the meeting.

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

The meeting adjourned at 2:30 p.m.

Approved as written in session January 21, 2021.