

# 911 Emergency Response Advisory Committee

**\*\*Draft Meeting Minutes\*\***

**Thursday, November 18, 2021**

**1:30 p.m.**

**Washoe County Administration Complex  
1001 East Ninth Street, Reno, Nevada  
Building A – Second Floor Caucus Room**

**Meeting also held by teleconference.**

## MEMBERS

Shawn McEvers, City of Sparks, Chair  
Robert Larson, City of Reno, Vice-Chair  
Doug Campbell, City of Sparks  
Jennifer Felter, Washoe County  
Alexander Kukulus, Washoe County  
Jesus Lopez-Torres, City of Reno  
Tracy Moore, Washoe County School District  
Jamie Rodriguez, Washoe County  
Lisa Rose-Brown, City of Sparks  
Jeff Voskamp, City of Reno

## **AGENDA**

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

The meeting was called to order at 1:30 p.m.

#### **PRESENT**

Doug Campbell	City of Sparks (Municipal Court)
Jenn Felter	Washoe County (Sheriff)
Alexander Kukulus	Washoe County (At-Large)
Shawn McEvers	City of Sparks (At-Large)
Jamie Rodriguez	Washoe County (At-Large)
Lisa Rose-Brown	City of Sparks (Police)

#### **ABSENT**

Robert Larson	City of Reno (Police)
Jesus Lopez-Torres	City of Reno (Municipal Court)
Tracy Moore	Washoe County School District
Jeff Voskamp	City of Reno (At-Large)

Keith Munro, 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.



# 911 Emergency Response Advisory Committee

\*\*Draft Meeting Minutes\*

November 18, 2021

Page 2 of 6

3. **APPROVAL OF OCTOBER 28, 2021, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Alex Kukulus, Washoe County, moved to approve the October 28, 2021, meeting minutes as written; Jamie Rodriguez, 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 approved unanimously.

4. **FINANCIAL SUMMARY** [For Possible Action] – A review, discussion, and possible action to accept the Financial Summary. *Sara DeLozier, Washoe County Technology Services*

Sara DeLozier, Washoe County Technology Services, reviewed the Financial Summary dated November 15, 2021. She shared the budget authority had been updated to include the million dollars that had been initially planned for contribution to the CAD project. She noted there was a need to confirm the ability to transfer that budget authority to Services and Supplies to make it available to the Committee for other expenditure approvals and would have an update at the January 2022 meeting. There was no response to the call for public comment; no action was taken on this item.

5. **911 FIVE-YEAR MASTER PLAN IMPLEMENTATION** [For Possible Action] – Review and discussion of the E911 Five-Year Master Plan update recommendations including but not limited to establishment of a PSAP backup plan, conduct a NG911 readiness study, and establishing a structured process for funding 911 programs and equipment; and recommendations from the 2018 911 Five-Year Master Plan; and possible action to direct staff to implement the recommendations. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, reviewed his presentation for this item sharing the Master Plan Update would be scheduled to be heard by the Board of County Commissioners (BCC) at their December 14, 2021, meeting. Upon BCC approval of the Master Plan, the Committee may want to consider next steps to implement the Plan's recommendations and begin mapping out initiatives and their timing. He highlighted the PSAP Regional Backup Plan, legislative recommendations, a structured process for funding requests and auditing, completing a NextGen911 Readiness/Technology Assessment, review of other potential sources of revenue, and an audit of telecommunications subscriber counts, and monitoring metrics related to population growth as may impact surcharge remittances and increased call volume. He provided potential timeframes for several of the initiatives and welcomed input to better refine timing. The five-year Spending and Fund Balance projections were also reviewed which should help with monitoring the fund balance and better forecast future budgets.

Jamie Rodriguez, Washoe County, spoke in favor of removing all the legislative items from any implementation planning as policy decisions and recommendation would be beyond the purview of this Committee.

Chair McEvers appreciated the forethought on how best to implement the plan and keep it an active document. He was in favor of establishing regular reporting to ensure follow-up.

6. **911 FUND PRIORITIZATION OF EXPENDITURES** [For Possible Action] (continued from September 23, 2021, and October 28, 2021, agendas) – Review, discussion, and possible action

# 911 Emergency Response Advisory Committee

\*\*Draft Meeting Minutes\*

November 18, 2021

Page 3 of 6

to approve, or approve with modification, and adopt the 911 Fund Prioritization of Expenditures as presented. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, shared he had not received new input on this item since the October meeting. There was discussion of the need to have a prioritization document given so much is already provided in existing policy documents and other possibly strategies. One suggestion discussed was for items not already included in the Master Plan or determined to be a permissive use, to have those targeted toward the end of each fiscal year to ensure there is adequate budget to cover previously funded items. An additional suggestion discussed was to establish a dollar threshold for new items considered in the first part of each fiscal year. Also discussed was a system for better coordinating requests that may be applicable to multiple agencies so that the full budget impact could be considered. There was support of utilizing the fund to best support the system and provide some buffer for unexpected expenses, even if those ebbs and flows may necessitate the need to adjust the surcharge.

Committee members were asked to submit suggestions and ideas to Mr. Korbolic no later than the week of February 7, 2022, to be shared at the March meeting.

[Lisa Rose-Brown, City of Sparks, left the meeting.]

7. **FISCAL YEAR 2020-2021 911 FUND BALANCE** [For Possible Action] (continued from September 23, 2021, and October 28, 2021, agendas) – Review, discussion and possible action regarding the Fiscal Year 2020-2021 ending fund balance being over the statutory maximum by \$518,255; review and discussion of the ending 911 Fund balance overage and possible action to direct staff to address the overage. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, shared that the original intent of this item was to discuss how to address the fund overage with the Board of County Commissioners (BCC). Currently, based on known approvals and an updated Master Plan, the end of FY22 fund balance will be under the cap. There was discussion as to whether it would suffice to include mention of this when presenting the Master Plan update for their adoption or if a separate item was necessary to ask for direction.

[Lisa Rose-Brown, City of Sparks, returned to the meeting.]

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

- a. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO – AXON ACCELERATE CONFERENCE 2021** [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 sending four attendees to the Axon Accelerate Conference 2021, in Phoenix, Arizona, November 1-3, 2021, in an amount not to exceed \$6,000. *Robert Larson, City of Reno*
- b. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY DISPATCH PSAP – EFD TRAINING AND CERTIFICATION** [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 IAED Emergency Fire Dispatch training and certification for four Dispatch staff members, in an amount not to exceed \$1,460. *Cody Shadle, City of Reno*

# 911 Emergency Response Advisory Committee

\*\*Draft Meeting Minutes\*

November 18, 2021

Page 4 of 6

- c. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PSAP – NETWORK EQUIPMENT AND COMPUTER SPEAKERS** [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 network equipment and computer speakers for new Dispatch console workstations, in an amount not to exceed \$7,873.17. *Douglas Campbell, City of Sparks*
- d. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PSAP – NENA CONFERENCE AND CRITICAL ISSUES FORUM** [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 sending three attendees to the NENA Standards and Best Practices (NG911) Conference and Critical Issues Forum, currently scheduled, but subject to change, in San Diego, California, on January 17-20, 2022, in an amount not to exceed \$9,000. *Lisa Rose-Brown, City of Sparks*

Jamie Rodriguez, Washoe County, moved to recommend approval of Consent Agenda Items 8a-8d. In response to a request to consider 8a separately, Ms. Rodriguez amended her motion to approve only Items 8b-8d. Jenn Felter, Washoe County, seconded the motion. There was no response to the call for Committee or public comment. Upon a call for a vote, the motion carried unanimously.

Lisa Rose-Brown, City of Sparks, questioned the permissiveness of Item 8a which would provide reimbursement of training costs in support of the bodycam initiative. Cody Shadle, City of Reno Dispatch, indicated training was provided for in NRS and that a similar request for Washoe County had been approved as part of the September 23, 2021, agenda (Item #10b, not to exceed \$3,000). It was acknowledged that training had been covered for PSAPs based on the connection to the dispatch software and call-taking but in question was the use of the funds for bodycam-related training, especially considering County Code was more restrictive than NRS. Deputy District Attorney Munro indicated the Committee could make a recommendation to approve the item to the Board of County Commissioners and it would be to their discretion to approve or disapprove the request, either combined with other new approvals, or drafted as a separate item. If it were later determined not to be allowed, any funds reimbursed would need to be refunded to the 911 Fund.

Jenn Felter, Washoe County, moved to approve Consent Agenda Item 8a; Alex Kukulius, Washoe County, provided the second. There was no response to the call for further Committee comment or public comment. Upon a call for a vote, the motion carried unanimously.

**End of Consent Items**

# 911 Emergency Response Advisory Committee

\*\*Draft Meeting Minutes\*

November 18, 2021

Page 5 of 6

## Funding Requests – General

9. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS – FIRST DUE FIRE RESPONSE SOFTWARE** [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 a one-year contract for First Due fire response software that will provide CAD data and routing to responding resources, pre-incident planning and high-risk occupant-related data management for the City of Sparks Fire Department for a total first-year cost not to exceed \$27,000. *Kevin Jakubos, City of Sparks Fire Department*

Kevin Jakubos, City of Sparks Fire Department, improve collaboration with regional partners and improves response times; TMFPD and Reno already use

Jamie Rodriguez, Washoe County, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of a one-year contract for First Due fire response software that will provide CAD data and routing to responding resources, pre-incident planning and high-risk occupant-related data management for the City of Sparks Fire Department for a total first-year cost not to exceed \$27,000. Jenn Felter, Washoe County, 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.

10. **REQUEST FOR REIMBURSEMENT FOR TRUCKEE MEADOWS FIRE PROTECTION DISTRICT – DISPATCH CONSOLES** [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 three Harris Symphony Radio Dispatch Consoles in an amount not to exceed \$231,310.47. *Charles Moore, Truckee Meadows Fire Protection District*

Charles Moore, Truckee Meadows Fire Protection District, reviewed the request sharing this would be used by the dispatching services to be supported by REMSA. He shared he would add to the record the agreement with REMSA verifying any Truckee Meadows will maintain ownership of any equipment purchased. Lisa Rose-Brown, City of Sparks, questioned the dramatic difference in pricing for the consoles. Alex Kukulus, Washoe County, shared the concern and the response from L3Harris was that the pricing provided was for “original” consoles with the full infrastructure needed versus an established or existing console.

Jamie Rodriguez, Washoe County, shared appreciation for it being shared and put on the record that the equipment would remain the property of Truckee Meadows Fire Protection District.

Jamie Rodriguez, Washoe County, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of three Harris Symphony Radio Dispatch Consoles in an amount not to exceed \$231,310.47. Shawn McEvers, City of Sparks, 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.

11. **REQUEST FOR REIMBURSEMENT FOR TRUCKEE MEADOWS FIRE PROTECTION DISTRICT – PURVIS FIRE STATION ALERTING SYSTEM** [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 software, hardware, installation and extended warranty of a PURVIS Fire Station Alerting System to include Truckee



# 911 Emergency Response Advisory Committee

\*\*Draft Meeting Minutes\*

November 18, 2021

Page 6 of 6

Meadows Fire Protection Dispatch Center and twelve Fire Stations for a total one-time cost not to exceed \$1,030,000. *Charles Moore, Truckee Meadows Fire Protection District*

Jay Cwiak, Truckee Meadows Fire Protection District, reviewed the request. He indicated that adoption of this system would allow for compatibility with other systems in the region, will integrate with the new CAD system and increase the ability to ensure communication to headquarters.

Jamie Rodriguez, Washoe County, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of software, hardware, installation and extended warranty of a PURVIS Fire Station Alerting System to include Truckee Meadows Fire Protection Dispatch Center and twelve Fire Stations for a total one-time cost not to exceed \$1,030,000. Jenn Felter, Washoe County, 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.

- 12. REGIONAL COMPUTER AIDED-DISPATCH (CAD) SYSTEM REPLACEMENT UPDATE** [Discussion only] – An informational update and discussion of the Regional CAD System Replacement Project, including but not limited to discussion of CAD and Records Management System governance. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, shared the stakeholder team had completed Phase 1 of the review process and due to there only being four vendors to consider, the team had chosen to move all to Phase 2, which will provide the opportunity for each vendor to conduct week-long demonstrations and the team to review the cost proposals. Demonstrations will begin in December and be complete at the end of January. This will allow for contract negotiations to begin in early calendar year 2022 with a goal of a signed contract by the end of the fiscal year.

- 13. 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 20, 2022, 1:30 p.m.

Lisa Rose-Brown, City of Sparks, shared that the Sparks Dispatch remodel was nearly complete and “pretty amazing;” she extended the invitation for Committee members to visit. She noted the temporary infrastructure that had been put in place will allow for on-going backup support for others as may be needed.

- 14. 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.

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

The meeting adjourned at 3:02 p.m.