

911 Emergency Response Advisory Committee

****Draft Meeting Minutes****

Thursday, July 21, 2022

1:30 p.m.

Meeting held via teleconference.

MEMBERS

Joseph Robinson, City of Reno, Chair
Jamie Rodriguez, Washoe County, Vice-Chair
Doug Campbell, City of Sparks
Jennifer Felter, Washoe County
Chris Ketring, Washoe County
Shawn McEvers, City of Sparks
Lisa Rose-Brown, City of Sparks
Cody Shadle, City of Reno
Christopher Szabo,
Washoe County School District
Jeff Voskamp, City of Reno

AGENDA

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

The meeting was called to order at 1:35

PRESENT

Doug Campbell
Chris Ketring
Shawn McEvers
Jamie Rodriguez
Lisa Rose-Brown
Cody Shadle
Jeff Voskamp

City of Sparks (Municipal Court)
Washoe County (At-Large)
City of Sparks (At-Large)
Washoe County (At-Large)
City of Sparks (Police)
City of Reno (Municipal Court)
City of Reno (At-Large)
(joined approximately 1:40 p.m.)

ABSENT

Jennifer Felter
Joseph Robinson
Christopher Szabo

Washoe County (Sheriff)
City of Reno (Police)
Washoe County School District

Mary Kandaras, Deputy District Attorney, Washoe County Deputy District Attorney's Office, 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.



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3. **APPROVAL OF MAY 19, 2022; and, JUNE 16, 2022, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Lisa Rose-Brown, City of Sparks, moved to approve the May 19, and June 16, 2022, minutes, as written. Cody Shadle, City of Reno, provided the second. There was no response to the call for public comment. Upon the call for a vote, the motion carried 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 providing the FY23 budget and noting the items that had been previously approved but not yet reimbursed, as well as all known contracts for items previously recommended by this Committee for approval. Approximately \$1.3 million is estimated to be available as “discretionary” for new items. The numbers are a bit different than those Mr. Korbolic will present as his capture anticipated or likely expenses for new items. The estimates for travel and training have been increased to try to anticipate the additional opportunities. As Washoe County is still in the process of closing FY22 and June revenues are still to be received and deposited, staff plans to return in September with a FY22 year-end summary. In response to a question posed by Cody Shadle, City of Reno, Ms. DeLozier confirmed the \$2.6 million amount provided in the Approvals column does include the Fire Station Alerting for Truckee Meadows.

Lisa Rose-Brown, City of Sparks, moved to accept the Financial Summary; Shawn McEvers, City of Sparks, provided the second. There was no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

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

- a. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PSAP – 2022 NENA CONFERENCE** [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 2022 NENA Conference, held June 11-16, 2022, in Louisville, Kentucky, for two attendees, in an amount not to exceed \$8,691.80. *Lisa Rose-Brown, City of Sparks*
- b. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE DISPATCH PSAP – EFD/EPD/EMD TRAINING AND CERTIFICATIONS/RE-CERTIFICATIONS** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the Washoe County Sheriff’s Office for the costs associated with International Academy of Emergency Dispatching (IAED) EFD/EPD/EMD training, certifications and re-certifications in an amount not to exceed \$7,850. *Karinah Prevost, Washoe County Sheriff’s Office*

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- c. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PSAP – PRO-QA MANUAL CARD SETS** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the Washoe County Sheriff's Office for the costs associated with the purchase of ProQA manual card sets (5 sets EMD, 5 sets EPD), in an amount not to exceed \$4,965. *Karinah Prevost, Washoe County Sheriff's Office*

Cody Shadle, City of Reno, moved to make a recommendation to approve Consent Items 6a-6c. Lisa Rose-Brown, City of Sparks, provided the second. There was no response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

End of Consent Items

6. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PSAP – 2022 IAED ANNUAL CONFERENCE** [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 2022 IAED Annual Conference, held April 25-29, 2022, in Nashville, Tennessee, for three attendees, in an amount not to exceed \$12,342.20. *Lisa Rose-Brown, City of Sparks*

It was clarified that funding requests for \$10,000 or less will be placed on the Consent Agenda portion of Committee agendas.

Cody Shadle, City of Reno, moved to make a recommendation to approve the request to reimburse the costs associated with the 2022 IAED Annual Conference, held April 25-29, 2022, in Nashville, Tennessee, for three attendees, in an amount not to exceed \$12,342.20. Chris Ketring, Washoe County, provided the second. There was no response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

7. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE – AXON BODY WORN CAMERA AND FLEET CONTRACTS** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the Washoe County Sheriff's Office for the costs associated with FY23 Axon contract expenses (Contract 1: \$898,412.74 and Contract 2: \$65,913.73) for a total not to exceed \$964,326.47. *Russ Pedersen, Washoe County Sheriff's Office*

Amelia Galicia, Washoe County Sheriff's Office, reviewed the staff report for this item. Cody Shadle, City of Reno, questioned the invoiced charges for taser expenses and asked for clarification. Similarly, Lisa Rose-Brown, City of Sparks, asked for clarification of the training expenses. Ms. Galicia went through the invoice and quote proposal documents submitted [not the contract document as indicated] noting the invoice with Invoice ID "INU5067266A" was not included in the request and items on the quote with "CEW" were also not included.

DDA Mary Kandarar suggested an option for action may be to approve the not to exceed amount and ask the Sheriff's Office to submit an updated document that breaks out the amounts.

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Cody Shadle, City of Reno, moved to make a recommendation to approve the request to reimburse the costs associated with Washoe County Sheriff's Office for the costs associated with FY23 Axon contract expenses (Contract 1: \$898,412.74 and Contract 2: \$65,913.73) for a total not to exceed \$964,326.47 with a request and expectation that a more detailed breakdown and clearer explanation of how the figures requested were reached. Shawn McEvers, City of Sparks, provided the second. There was no response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

[Items 8, 9 and 10 were opened together.]

8. **DISCUSSION OF 911 TELEPHONE LINE SURCHARGE** [For Discussion Only] – A discussion of the current surcharge amounts, possible impacts of and/or need to consider an increase or other modification to the existing surcharge. (Discussion requested at May 19, 2022 meeting.)
9. **DISCUSSION OF 911 TELEPHONE LINE SURCHARGE AUDIT** [For Discussion Only] – A discussion of the need, ability, and possible steps to pursue having an audit of the surcharge remittances. (Discussion requested at May 19, 2022 meeting.)
10. **DISCUSSION OF AXON CONTRACT EXPENSES** [For Discussion Only] – A discussion of the existing and anticipated expenses related to Axon contracts for body-worn camera and fleet programs. (Discussion requested at May 19, 2022 meeting.)

Quinn Korbolic, Washoe County Technology Services, shared a presentation reviewing the projected expenditures and fund balance based on currently known contract and expected expenditures with an updated five-year forecast that shows the impacts of an increase to \$1.00/line increase for FY24-FY26. An increase to the maximum NRS permitted amount would potentially yield approximately \$1.1-1.2 million in additional revenue. Even with an increase in the surcharge to \$1.00 per line, it is forecasted that as of FY25, the fund will not have a sufficient amount to cover all known expenses.

9-1-1 Current and projected revenues and expenses	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY2024-2025	FY 2025-2026	Total 5-Year Revenue/Expenses
Projected Revenue	\$5,829,500	\$5,896,801	\$7,101,755	\$7,195,093	\$7,288,838	\$33,311,987
Existing Approved Expenses and Contracts	\$6,620,961	\$4,727,267	\$4,762,267	\$4,822,267	\$4,867,267	\$25,800,030
Additional Expenses <small>The lines below include new expense estimates not currently included in as an approved or contracted expense. These expenses have not been, but may be, approved by the 911 Emergency Response Advisory Committee and are included for illustrative purposes.</small>						
Regional Projects						
- Computer Aided Dispatch and Implementation and on-going costs	\$30,000	\$2,600,000	\$2,600,000	\$1,150,000	\$1,100,000	\$7,480,000
- 911 Surcharge Audit	-	-	\$250,000	-	-	\$250,000
- 911 Master Plan Implementation	\$46,375					\$46,375
Reno <small>Includes Public Safety Center Dispatch Consoles, Electrical, HVAC (unknown construction costs not included)</small>		\$905,000	\$2,703,500	\$1,000,000		\$4,608,500
Sparks <small>Includes Fire Station Alerting</small>	\$560,000	\$0	\$0	\$0	\$0	\$560,000
Washoe County	\$0	\$0	\$0	\$0	\$0	\$0
Truckee Meadows Fire & Rescue <small>Includes Fire Station Alerting, Dispatch Consoles</small>	\$230,231	\$1,030,000	\$0	\$0	\$0	\$1,260,231
Total Approved and Potential Expenses	\$7,487,567	\$9,262,267	\$10,315,767	\$6,972,267	\$5,967,267	\$40,005,136
Fund Balance at beginning of fiscal year	\$6,606,759	\$4,948,692	\$1,583,226	-\$1,630,787	-\$1,407,961	(\$6,693,150)

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Jeff Voskamp, City of Reno, asked if the projections included and increases for inflation, or cost of living, voicing concern that the projections were conservative and the deficit in available budget may be greater. Mr. Korbolic shared that currently any increases included were based on known contractual increases.

Cody Shadle, City of Reno, asked if there was any estimate of the potential increase in revenue that may result from conducting an audit of the remittances. Mr. Korbolic thought previous vendors who has solicited our business had suggested a potential increase between \$800,000 and \$1 million based on the size and population of the County but a new Request for Information (RFI) would need to be solicited to better ascertain a current estimate.

Stu Cronan, Galena Group, shared that as part of the Master Plan Implementation Project, his group would be assisting with a review of year-over-year expenses, an effort to refine those in order to better analyze current expenditures. He speculated the amount of revenue seems to be enough to justify an audit though he recommended against a percentage fee or an up-front expense. He also expressed the helpfulness in further direction and clarification from the state or federal level.

In response to a question from Member McEvers, Mr. Korbolic indicated the revenue projections were based population projections provided by the State Demographer as a proxy for the number of phone lines. Member McEvers questioned the need to consider increased costs associated with the CAD project.

Member Shadle shared there definitely appeared to be a need for an increase based on what's been presented but expressed the Committee's responsibility to evaluate the current expenditures before moving forward.

Jamie Rodriguez, Washoe County, expressed before she'd feel comfortable requesting making a recommendation to the Board of County Commissioners regarding the surcharge, she'd like to ensure the Committee had a complete picture and be able to amply justify an increase. She agreed with the need to fully review the items currently supported by the fund and consider impacts should there be either a change in the ability to support the bodyworn camera programs due to state or federal guidance. It was noted that having more refined numbers for the Reno Dispatch Center and CAD system would also help with the analysis.

Member Voskamp cautioned too much time conducting the analysis could delay action to increase the surcharge in time to prevent a shortfall and urged action be taken soon. He spoke in favor of adjusting current projections to include a percentage year over year to account for inflation and cost increases; a line-by-line analysis of the expenditures; and conducting an audit of the surcharge remittances. He urged that review be done based on current allowances and should there be changes to the permissibility of bodyworn camera expenses, revise direction at that time.

There was discussion of the needed steps and possible timelines for moving forward with a surcharge audit.

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- 11. REGIONAL COMPUTER AIDED-DISPATCH (CAD) SYSTEM REPLACEMENT UPDATE** [For 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, reviewed the timeline of the project and shared nine individuals (three each from City of Reno, City of Sparks and Washoe County) had been involved in the rating and evaluation of the vendors. Federal Engineering has compiled that information and provided a vendor selection report. That report will be next shared with the full evaluation team next week and then to each agency's leadership team for review and confirmation before moving forward with vendor selection. A governance structure is still being developed.

- 12. 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 September 15, 2022, 1:30 p.m.

- Item to make recommendation to move forward with audit; correct steps
- Galena Group Presentation on Master Plan Implementation

Cody Shadle, City of Reno, shared there were organization changes occurring at the City of Reno causing Dispatch to no longer be under the Police Department Administration Division; items that have previously been brought to the Committee may look different when next presented.

- 13. 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.

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

The meeting adjourned at 2:45 p.m.

Committee website:

http://www.washoecounty.gov/technology/board_committees/911_response/index.php