

911 Emergency Response Advisory Committee

****Draft Meeting Minutes****

Thursday, November 17, 2022

1:30 p.m.

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

Meeting also 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

Committee website:

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

AGENDA

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

The meeting was called to order at 1:37 p.m.

PRESENT

Doug Campbell
Jennifer Felter
Chris Ketring
Shawn McEvers
Lisa Rose-Brown
Cody Shadle

City of Sparks (Municipal Court)
Washoe County (Sheriff)
Washoe County (At-Large)
City of Sparks (At-Large)
City of Sparks (Police)
City of Reno (Municipal Court)

ABSENT

Joseph Robinson
Jamie Rodriguez
Jeff Voskamp
Christopher Szabo

City of Reno (Police)
Washoe County (At-Large)
City of Reno (At-Large)
Washoe County School District

Jen Gustafson, Deputy District Attorney, Washoe County Deputy District Attorney's Office, was also in attendance.

With both the Chair and Vice-Chair absent, Shawn McEvers, City of Sparks, chaired the meeting.

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.

Jennifer Gustafson, Washoe County District Attorney's Office, introduced herself as current counsel. There was no further response to the call for public comment.

3. **APPROVAL OF SEPTEMBER 15, 2022, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Jenn Felter, Washoe County, moved to approve the September 15, 2022, minutes, as written. 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.

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, shared the budget for the year was approximately \$9 million of which 7.7 million has already been approved/allocated. If all items on this agenda were to be approved, there would be approximately \$939,000 remaining for the year for any additional new items or expenditures planned for in the Master Plan. She noted Items 11, 12 and 13, if approved, would also have a new reoccurring annual expenses.

Cody Shadle, City of Reno, moved to accept/approve the item. Jenn Felter, 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.

5. **REVIEW OF 911 SURCHARGE SPENDING AND REVENUE** [For Possible Action] – A detailed review, discussion, and possible action to accept a report of historical, current, and projected expenditures from the 911 Fund to include but not be limited to a presentation of specific expenditures over the last three fiscal years. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, reviewed his [presentation](#) providing an overview and projections of revenue; and a detailed review of spending FY21 and FY22. The revenue projections take into account the proposed surcharge increase to \$1.00/line and anticipated phone line growth based on population growth. A large portion of the FY21-23 expenditures are in support of the body camera and fleet programs. The projections do not include the \$2.5 million set aside for the new CAD, the Public Safety Center or any new requests on this agenda or future requests. Members were asked to reach out with any increases to existing expenditure and any new requests agencies anticipate requesting 911 funds for.

Jenn Felter, Washoe County, shared that with regionalization efforts, Washoe County would like to expand current center.

No action was taken on this item.

Revenue - Actual & Projections					
FY 2021-2022	FY 2022-2023	FY 2023-2024	FY2024-2025	FY 2025-2026	Total 5-Year Revenue/Expenses
\$5,800,306	\$5,896,801	\$7,101,755	\$7,195,093	\$7,288,838	\$33,282,793

Surcharge = \$1 per line

Expense Summary FY21-23			
Spending Categories	Sum of FY21 Paid/Reimbursement	Sum of FY22 Paid/Reimbursement	Sum of FY23 Paid/Planned Reimbursement
Dispatch Infrastructure	\$216,941.42	\$241,515.78	\$103,715.00
Dispatch Radios	\$286,719.20	\$519,519.14	\$18,013.33
Dispatch Software	\$316,232.00	\$318,277.89	\$373,111.00
Fire Software	\$47,000.00	\$80,750.00	\$90,000.00
Fire Station Alerting	\$0	\$330,000.00	\$2,079,712.34
GIS Salaries	\$539,513.63	\$513,780.71	\$557,222.60
Intrado 911 System	\$1,194,753.06	\$1,445,866.28	\$1,478,845.80
Misc Dispatch Equip	\$33,360.39	\$18,968.52	\$9,144.89
Misc equipment other	\$816.00	\$3,398.32	\$4,500.00
Professional Services	\$189,263.40	\$32,421.70	\$70,200.90
Travel - Training	\$7,775.00	\$59,875.60	\$66,878.20
Bodycam & Fleet	\$1,560,755.58	\$1,649,367.50	\$2,492,681.26
Grand Total	\$4,393,129.68	\$5,213,741.44	\$7,344,025.32

6. **911 SURCHARGE AUDIT** [For possible action] – A review, discussion, and possible action to recommend that the Board of County Commissioners direct staff to initiate the process of retaining a firm to perform an audit of all telecommunication providers operating within Washoe County and the basis the providers use to determine the amount of their 911 Surcharge remittances. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, reviewed his [presentation](#) providing an overview of the audit process and scope. Washoe County had previously explored an audit in 2017 and solicited bids to conduct the audit. The costs varied (\$10-50k) and included a flat fee and/or a contingency fee based on the amount of additional funds collected by the County as a result of the audit. There was discussion in support of conducting an audit.

Cody Shadle, City of Reno, moved to make a recommendation to give Washoe County staff discretion on the process to hire an auditor. Jenn Felter, 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. Consent Items [For Possible Action]

- a. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (“PSAP”) – AMPLIFIER CABLE** [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 five Plantronics Standard Headset Amplifier Cables, for an amount not to exceed \$799.75. *Sara Skroch, City of Reno*
- b. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PSAP – CABLING INFRASTRUCTURE** [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 and installation of new Category 6 Cabling Infrastructure to support network services, for an amount not to exceed \$4,401.64. *Sara Skroch, City of Reno*
- c. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PSAP – APCO MEMBERSHIP** [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 a group APCO membership, for an amount not to exceed \$1,719.00. *Lisa Rose-Brown, City of Sparks*
- d. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PSAP – WIRELESS ADAPTERS** [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 10 Plantronics PTT Wireless adapters, for an amount not to exceed \$4,049.50. *Lisa Rose-Brown, City of Sparks*
- e. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PSAP – 2023 NENA STANDARDS & BEST PRACTICES 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 2023 NENA NG911 Standards & Best Practices Conference, currently scheduled to be held January 16-19, 2023, in Clearwater, Florida, for two attendees, for an amount not to exceed \$8,000.00. *Lisa Rose-Brown, City of Sparks*
- f. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE DISPATCH PSAP– NENA AND APCO MEMBERSHIPS** [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 NENA and APCO memberships, for an amount not to exceed \$3,319. *Karinah Prevost, Washoe County Sheriff’s Office*

Cody Shadle, City of Reno, moved to make a recommendation to approve Consent Items 7a-7f. 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.

End of Consent Items

Items in FY23 Budget Projections

8. **REQUEST FOR RENO, SPARKS, WASHOE COUNTY – FY23 AGENCY SALARIES FOR GIS DATABASE UPDATE AND MAINTENANCE** [For Possible Action] – A review, discussion and possible action to approve, deny or otherwise modify requests for reimbursement or provide funding for the staff salaries supporting E911 GIS Database update and maintenance services for Fiscal Year 2022-2023 – City of Reno (\$205,000), City of Sparks (\$145,000), and Washoe County (\$214,000); for a total not to exceed (\$564,000). *Quinn Korbolic, Washoe County Technology Services*

Jenn Felter, Washoe County, moved to make a recommendation to approve the requests for reimbursement and funding of the staff salaries supporting E911 GIS Database update and maintenance services for Fiscal Year 2022-2023 – City of Reno (\$205,000), City of Sparks (\$145,000), and Washoe County (\$214,000); for a total not to exceed (\$564,000). 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.

9. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO – AXON FLEET CONTRACT YEAR ONE (FY22)** [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 City of Reno's Axon Contract for Fleet Cameras, Year One (FY22), for an amount not to exceed \$227,136.00. *Rob Larson, City of Reno*

Jenn Felter, Washoe County, moved to make a recommendation to approve the request to reimburse the costs associated with the City of Reno's Axon Contract for Fleet Cameras, Year One (FY22), for an amount not to exceed \$227,136.00. 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.

10. **REQUEST FOR REIMBURSEMENT FOR TRUCKEE MEADOWS FIRE PROTECTION DISTRICT – ProQA EMERGENCY FIRE DISPATCH (EFD)** [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 the system license renewal services and support of Pro-QA Priority Dispatch Fire Software licensing for Emergency Fire Dispatch (EFD), for an amount not to exceed \$15,000. *Charles Moore, Truckee Meadows Fire Protection District*

Jenn Felter, Washoe County, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of the system license renewal services and support of Pro-QA Priority Dispatch Fire Software licensing for Emergency Fire Dispatch (EFD), for an amount not to exceed \$15,000. 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.

End of Items in FY23 Budget Projections

11. **INTRADO CHANGE ORDER FOR SESSION INITIATION PROTOCOL (“SIP”) LINES** [For possible action] – A review, discussion, and possible action to make a recommendation to the Board of County Commissioners to approve a Change Order to the Intrado Service Order effective November 13, 2020, to include a total of eighty-four SIP lines at regional dispatch centers for a total annual cost not to exceed [\$60,480] and a one-time fee of [\$2,000] in fiscal year 2022/2023. *Jenn Felter, Washoe County Sheriff’s Office*

Shawn McEvers, City of Sparks, moved to recommend the Board of County Commissioners to approve a Change Order to the Intrado Service Order effective November 13, 2020, to include a total of eighty-four SIP lines at regional dispatch centers for a total annual cost not to exceed [\$60,480] and a one-time fee of [\$2,000] in fiscal year 2022/2023. 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.

12. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PSAP – ProQA FOR EMERGENCY MEDICAL DISPATCH (EMD)** [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 a ProQA for Priority Dispatch Medical Software licensing, training, quality assurance, accreditation and support associated with implementing Emergency Medical Dispatch (EMD) services, for an amount not to exceed \$120,585.00. *Lisa Rose-Brown, City of Sparks*

Cody Shadle, City of Reno, moved to make a recommendation to approve the request to reimburse the costs associated with a ProQA for Priority Dispatch Medical Software licensing, training, quality assurance, accreditation and support associated with implementing Emergency Medical Dispatch (EMD) services, for an amount not to exceed \$120,585.00. 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.

13. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE – AXON BODY WORN CAMERA AND FLEET CONTRACTS (AUGUST 2022 ADDITIONS)** [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 for fifteen body worn cameras and four vehicle fleet kits, and related supplies, for an amount not to exceed \$90,164.61. *Amelia Galicia, Washoe County Sheriff’s Office*

Jenn Felter, Washoe County, moved to make a recommendation to approve the request to reimburse the costs associated with the Washoe County Sheriff’s Office for the costs associated with FY23 Axon contract expenses for fifteen body worn cameras and four vehicle fleet kits, and related supplies, for an amount not to exceed \$90,164.61. 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.

14. **REGIONAL COMPUTER AIDED-DISPATCH (CAD) SYSTEM REPLACEMENT UPDATE**
[Non-action item] – An informational update on the Regional CAD System Replacement Project, including but not limited to discussion of CAD and Records Management System governance.

Quinn Korbulic, Washoe County Technology Services

Quinn Korbulic, Washoe County Technology Services, encouraged member agencies to consider any additional resources that may be needed and requested as part of the FY24 budget process. Washoe County is considering adding new system administrators. Once a governance structure is in place, discussions with the top vendor to define a statement of work.

15. **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 19, 2023, 1:30 p.m.

Shawn McEvers, City of Sparks, announced his retirement. He expressed appreciation to contribute on behalf of fire and the committee members' ability to learn and work together and foster positive relationships between the agencies.

16. **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.

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

The meeting adjourned at 2:41 p.m.