

# 911 Emergency Response Advisory Committee

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

**Thursday, March 16, 2023**

**1:30 p.m.**

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

## **MEMBERS**

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

This meeting was held at and physical location with a teleconference option.

Committee website:

[http://www.washoecounty.gov/technology/board\\_committees/911\\_response/index.php](http://www.washoecounty.gov/technology/board_committees/911_response/index.php)

## **AGENDA**

### **1. CALL TO ORDER AND DETERMINATION OF QUORUM [Non-action item]**

The meeting was called to order at 1:33 p.m.

#### **PRESENT**

Doug Campbell	City of Sparks (Municipal Court)
Kevin Jakubos	City of Sparks (At-Large)
Jamie Rodriguez	Washoe County (At-Large)
Lisa Rose-Brown	City of Sparks (Police)
Christopher Szabo	Washoe County School District
Jeff Voskamp	City of Reno (At-Large)

#### **ABSENT**

Jennifer Felter	Washoe County (Sheriff)
Chris Ketring	Washoe County (At-Large)
Joseph Robinson	City of Reno (Police)
Cody Shadle	City of Reno (Municipal Court)

Jennifer Gustafson, Deputy District Attorney, Washoe County Deputy District Attorney's Office, was 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. Comments are to be made to the 911 Emergency Response Advisory Committee as a whole.**

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 JANUARY 19, 2023, 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 January 19, 2023, minutes, as written. Kevin Jakubos, 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.

- 4. FINANCIAL SUMMARY** [Non-action item] – A presentation of the current Financial Summary. *Sara DeLozier, Washoe County Technology Services*

Sara DeLozier, Washoe County Technology Services, reviewed the [March 2023 Summary](#) indicating there was approximately \$1,020,938 available budget; any unused budget can be made available in the next budget year. Jamie Rodriguez, Washoe County, requested the budget information be made available earlier to allow for Committee member review prior to the meeting.

- 5. E911 FIVE-YEAR MASTER PLAN IMPLEMENTATION UPDATE** [Non-action item] – A review and discussion of E911 Five-Year Master Plan implementation activities to date. Such review shall include but not be limited to, a discussion of PSAP Metrics tracking and reporting; a structured process for purchase authorization and funding priorities; Next Generation 911 readiness assessment; tactical and long-range back-up strategies; recent and ongoing FCC activity related to 911; and a review of any 911-related activity at the 2023 Nevada Legislature. *Stuart Cronan, Galena Group, Inc.*

Stuart Cronan, Galena Group, Inc., reviewed the [presentation](#) for this item with updates on the four established tasks. He highlighted the operational metrics and identified sources of data for Task One, the need to revisit the definition of acceptable and not acceptable expenses (Task Two), an upcoming presentation by Intrado on product direction and how it meets i3 and other standards (Task Three), and continued work on PSAP backup strategies and adequate bandwidth (technology). He had not yet identified any 911-related Bill Draft Requests or amendments. Jamie Rodriguez, Washoe County, shared it was still early in the legislative session and that titles are often vague.

- 6. 911 SURCHARGE INCREASE UPDATE** [Non-action item] – A review and discussion on progress towards a possible update of the 911 Surcharge from \$0.85 per access line and \$8.50 per trunk line to \$1.00 per access line and \$10.00 per trunk line, to include, but not be limited to, a discussion of the 911 Surcharge Business Impact Statement process and timeline. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, shared that steps toward constructing a Business Impact Statement were underway including postcards being sent to telecom providers, a legal advertisement being placed in the Reno Gazette Journal, a social media push and two public workshops scheduled. It was anticipated that the Business Impact Statement would be submitted for review by the Board of County Commissioners at their April 18, 2023, meeting. Pending their acceptance, a Resolution increasing the surcharge effective July 1, 2023, would

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be submitted for the May 9 agenda. It was clarified that the surcharge is set by a Resolution rather than a County Code Amendment.

## Items in FY23 Budget Projections

7. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS – AXON YEAR THREE CONTRACT FOR AXON BODY WORN CAMERA AND FLEET CAMERA CONTRACT AND NETWORK FIBER** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the City of Sparks for: (a) FY23 Axon Body worn Camera and Fleet Camera Contract, year three (NTE \$355,594.98); and (b) FY23 dedicated internet service provided by Charter/Spectrum in support of the body worn camera program (NTE \$24,000). Total request not to exceed \$379,594.98. *Tara Edmonson, City of Sparks Police Department*

In response to questions, it was clarified that Line items 1, 5, 8, 9 and 10 of the Axon invoice were the portions being requested for fund reimbursement, and, the fiber line costs had been reimbursed in past years.

Lisa Rose-Brown, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with: (a) FY23 Axon Body worn Camera and Fleet Camera Contract, year three (NTE \$355,594.98); and (b) FY23 dedicated internet service provided by Charter/Spectrum in support of the body worn camera program (NTE \$24,000) for the City of Sparks; for a total request not to exceed \$379,594.98. Jamie Rodrigues, Washoe County, provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

8. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY TECHNOLOGY SERVICES – BODY WORN CAMERA FIBER LINES** [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 fiber line connections supporting the body worn camera docking stations for the Washoe County Sheriff's Office and Department of Alternative Sentencing's body worn camera program, for an amount not to exceed \$103,500.00 (FY23). *James Wood, Washoe County Technology Services*

In response to a questions about the Longley location, Quinn Korbolic, Washoe County Technology Services, indicated there is a spot there for Sheriff's Office staff. The supporting invoices for the bodycamera fiber lines were not included as part of the supporting documents. It was requested that the item be continued to the next agenda to allow for the invoices to be made available for review, as well as further information about the service locations. No action was taken on this item.

## End of Items in FY23 Budget Projections

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9. **REQUEST FOR REIMBURSEMENT FOR NORTH LAKE TAHOE FIRE PROTECTION DISTRICT – FIRST DUE FIRE RESPONSE SOFTWARE** (continued from January 19, 2023, agenda – new quote provided as requested in January) [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 interconnect CAD data and routing to responding resources, pre-incident planning and high-risk occupant-related data management for the North Lake Tahoe Fire Protection District for a total first-year cost not to exceed \$11,340.00. *Ryan Sommers, North Lake Tahoe Fire Protection District*

There was discussion by the Committee members of the invoice line items and the related functions to try to parse out which items would be appropriate for fund reimbursement; and what had been funded for other agencies. Jeff Voskamp, City of Reno, spoke in favor of supporting the request excluding Incident Reporting, Personnel Management, Events and Activities, and Scheduling Integration w/Third Party (Telestaff) finding those consistent with other agency requests. Chris Ketring, Truckee Meadows Fire Protection District, shared his agency had included the inspection module as it ties into responder access.

In response to questions, Chief Sommers shared his agency was aiming to provide transparency in the request and spoke in favor of maintaining consistency amongst the other agencies for the same product.

Jeff Voskamp, City of Reno, moved to make a recommendation to approve the request to reimburse the costs associated with a one-year contract for First Due fire response software that will interconnect CAD data and routing to responding resources, pre-incident planning and high-risk occupant-related data management for the North Lake Tahoe Fire Protection District for a total first-year (F23) cost not to exceed \$6,340.00. The total is comprised of the costs associated with Occupancy Management & Pre-Incident Planning, Responder, CAD Integration, and, Implementation and Configuration Services. Kevin Jakubos, City of Sparks, provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

10. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – INLINE AMPLIFIERS** [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 four SHS 1926 Inline Amplifiers, for an amount not to exceed \$431.56. *Cody Shadle, City of Reno*

Lisa Rose-Brown, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of four SHS 1926 Inline Amplifiers, for an amount not to exceed \$431.56. Jamie Rodriguez, Washoe County, provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

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11. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EFD RECERTIFICATIONS** [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 International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatcher (EFD) recertifications, for an amount not to exceed \$2,500.00. *Cody Shadle, City of Reno*

Jamie Rodriguez, Washoe County, and Lisa Rose-Brown, City of Sparks, questioned the duplicate names on the invoices for the same product, and how the total amount requested had been determined. Joanna Aitken, City of Reno, shared that the estimate was determined based on the total amount per person for all staff members, not just those included on the submitted invoices and that the duplicates were a result of payments being submitted for different individuals at different times. She offered to resubmit the supporting documents for review at a future meeting.

Jamie Rodriguez, Washoe County, moved to continue this item to the next agenda with all relevant invoices submitted. Lisa Rose-Brown, City of Sparks provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

12. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – XYBIX CONSOLE PARTS** [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 Xybix Console replacement parts, for an amount not to exceed \$4,854.24. *Sara Skroch, City of Reno*

Lisa Rose-Brown, City of Sparks, shared the requested items were consistent with necessary parts for the consoles.

Quinn Korbolic, Washoe County Technology Services, noted it is helpful for agencies submitting agenda requests to provide language that would help members of the public understand the item.

Lisa Rose-Brown, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of Xybix Console replacement parts, for an amount not to exceed \$4,854.24. Jeff Voskamp, City of Reno, provided the second. There was no further committee discussion or further response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

13. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – NAVIGATOR 2023 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 sending three attendees to the Navigator 2023 Conference, currently scheduled, but subject to change, in Denver, Colorado, on April 13-21, for an amount not to exceed \$10,250.00. *Cody Shadle, City of Reno*

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Jamie Rodriguez, Washoe County, asked for clarification on the hotel room rate. Sarah Skroch, City of Reno, shared the conference room block had sold out and the government rate was not available. They were unable to find hotels within five miles at a lower rate that would result in an overall savings considering daily transportation. It was noted that the per diem amounts were estimated based on known conference details and any meals provided as part of registration would not be included.

Lisa Rose-Brown, City of Sparks, suggested it may be appropriate to review at a future meeting the amounts identified for travel and training and consider adjusting to reflect increased conference costs. She also noted that approvals greater than actuals can hold budget authority that could potentially be considered for other items.

Lisa Rose-Brown, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with sending three attendees to the Navigator 2023 Conference, currently scheduled, but subject to change, in Denver, Colorado, on April 13-21, for an amount not to exceed \$10,250.00. Jeff Voskamp, City of Reno, provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

14. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PSAP – EFD TRAINING** [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 Emergency Fire Dispatch (EFD) Software training associated with EFD services, for an amount not to exceed \$1,460.00. *Chris Crawforth, City of Sparks Police Department*

Lisa-Rose Brown, City of Sparks, confirmed the training would be remote and for four attendees.

Kevin Jakubos, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with ProQA-Priority Dispatch Emergency Fire Dispatch (EFD) Software training associated with EFD services, for an amount not to exceed \$1,460.00. Jamie Rodriguez, Washoe County, provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

15. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS – AXON FLEET (FY23 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 City of Sparks for costs associated with the purchase of two fleet camera systems and related hardware and equipment for two new patrol vehicles, for an amount not to exceed \$5,477.85 first-year FY23. *Tara Edmonson, City of Sparks Police Department*

Tara Edmonson, City of Sparks Police Department, indicated the year three cost for this addition was included in Item 7 of this agenda.



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Kevin Jakubos, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of two fleet camera systems and related hardware and equipment for two new patrol vehicles, for an amount not to exceed \$5,477.85 first-year FY23. Jamie Rodriguez, Washoe County, provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

- 16. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – BLS and IAED EFD 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 the purchase of International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatcher (EFD) certifications and recertifications; and required CPR/Basic Life Saving (BLS) courses and certifications, for two new employees (September 2023), for an amount not to exceed \$2,285.00. *Karinah Prevost, Washoe County Sheriff's Office*

Lisa Rose-Brown, City of Sparks, asked if the Basic Life Saving component had been required before and if it has been requested for reimbursement before. Heather Meredith, Washoe County Dispatch, shared it had previously been included as part of the certification but may have been called CPR rather than BLS; and confirmed the item had previously approved for reimbursement as requested May 19, 2022. Jamie Rodriguez, Washoe County, questioned if the cost for that component was appropriate for reimbursement from this fund or should be absorbed by the agency. It was shared that the BLS certification is a prerequisite to qualify for the Emergency Fire Dispatcher certifications.

Jennifer Gustafson, Deputy District Attorney, read into the record Nevada Revised Statute [\(NRS\) 244A.7645 \(3\)\(b\)](#), which provides for the four categories for funding which the Committee would need to find a nexus between the request and the statute.

3. If a surcharge is imposed in a county pursuant to [NRS 244A.7643](#), the board of county commissioners of that county shall create a special revenue fund of the county for the deposit of the money collected pursuant to [NRS 244A.7643](#). The money in the fund must be used only:

(a) To pay the costs of adopting and reviewing the 5-year master plan for the enhancement of the telephone system for reporting emergencies in the county that is required pursuant to [NRS 244A.7643](#).

(b) With respect to the telephone system for reporting an emergency:

(1) In a county whose population is 45,000 or more, to enhance the telephone system for reporting an emergency, including only:

(I) Paying recurring and nonrecurring charges for telecommunication services necessary for the operation of the enhanced telephone system;

(II) Paying costs for personnel and training associated with the routine maintenance and updating of the database for the system;

(III) Purchasing, leasing or renting the equipment and software necessary to operate the enhanced telephone system, including, without limitation, equipment and software that identify the number or location from which a call is made; and

(IV) Paying costs associated with any maintenance, upgrade and replacement of equipment and software necessary for the operation of the enhanced telephone system.

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Jamie Rodriguez, Washoe County, voiced concern with approving items that are seemingly small and then later the Committee having to reconsider the appropriateness. She acknowledged the validity of the certification but was not sure that it being a requirement of the certification was enough to make it an appropriate use of the fund. She spoke in favor of better defining these items as a committee. Lisa Rose-Brown, City of Sparks, spoke of the need to support the dispatch operations as a core function and that this training, similar to others provided at conferences, was a support of that function.

Lisa Rose-Brown, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatcher (EFD) certifications and recertifications; and required CPR/Basic Life Saving (BLS) courses and certifications, for two new employees (September 2023), for an amount not to exceed \$2,285.00. Jeff Voskamp, City of Reno, provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

17. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – BLS and IAED EMD/EPD/EFD 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 the purchase of International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatcher (EMD), Emergency Police Dispatcher (EPD) and Emergency Fire Dispatcher (EFD) certifications and recertifications; and required CPR/Basic Life Saving (BLS) courses and certifications, for five anticipated new employees, for an amount not to exceed \$7,212.50. *Karinah Prevost, Washoe County Sheriff's Office*

Lisa Rose-Brown, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatcher (EMD), Emergency Police Dispatcher (EPD) and Emergency Fire Dispatcher (EFD) certifications and recertifications; and required CPR/Basic Life Saving (BLS) courses and certifications, for five anticipated new employees, for an amount not to exceed \$7,212.50. Kevin Jakubos, City of Sparks, provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

18. **FIRE STATION ALERTING UPDATES** [Non-action item] – A review and informational update on the Fire Station Alerting Projects for City of Reno, City of Sparks, and Truckee Meadows Fire Protection District.

Kevin Jakubos, City of Sparks, shared the Sparks City Council had approved the item in February 2023 and a Purchase Order has been issued and benchmarks are to be established soon. Jeff Voskamp, City of Reno, shared their implementation was on schedule and within budget though some cost increases and the cutover was scheduled for April 17.



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- 19. 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 and staffing required for CAD system maintenance. *Quinn Korbulic, Washoe County Technology Services*

Quinn Korbulic, Washoe County Technology Services, shared that a vendor had been selected and contract negotiation was underway. It was targeted to take the contract to the Board of County Commissioners in May or June with a late July kickoff. There was discussion of the timing of the contract payments and if it would be necessary to have a special meeting of this Committee so as not to hold up any part of the process.

- 20. 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 May 18, 2023, at 1:30 p.m. Jamie Rodriguez, Washoe County, requested that staff notify the Committee members when item documents are added after the initial meeting posting. She also requested the following as future agenda items:

- Consent Agenda Item Clarification
- Committee Bylaws for review and any updates
- Identification of staff report and standard documentation requirements

Deputy District Attorney Gustafson shared she would provide Open Meeting Law training at an upcoming meeting.

- 21. 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. Comments are to be made to the 911 Emergency Response Advisory Committee as a whole.

There was no response to the call for public comment.

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

The meeting adjourned at 3:21 p.m.