

# 911 Emergency Response Advisory Committee

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

**Thursday, May 18, 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  
Andrew Ancho, City of Reno  
Jen Gustafson, Deputy District Attorney

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 1:30 p.m.

#### **PRESENT**

Doug Campbell	City of Sparks (Municipal Court)
Kevin Jakubos	City of Sparks (At-Large)
Chris Ketring	Washoe County (At-Large)
Jamie Rodriguez	Washoe County (At-Large)
Joseph Robinson	City of Reno (Police)
Lisa Rose-Brown	City of Sparks (Police)
Cody Shadle	City of Reno (Municipal Court)
Christopher Szabo	Washoe County School District
Andrew Ancho	City of Reno (At-Large)

#### **ABSENT**

Jennifer Felter	Washoe County (Sheriff)
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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 MARCH 16, 2023, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Chris Ketring, Truckee Meadows Fire Protection District, requested reference to him on Page 4 for Item 9 be deleted as he was not in attendance at the March meeting. There was no further Committee discussion or corrections and no response to the call for public comment. Chris Ketring, Truckee Meadows Fire Protection District, moved to approve the March 16, 2023, minutes, as amended. Kevin Jakubos, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously as modified.

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 [May 2023 Summary](#), and indicated a Reimbursement Summary was also available on the website. She shared the primary summary included all items on the agenda, with a breakdown below of the items. Revenue is estimated to be approximately four percent above budget; the to-date current revenue incorrectly noted July through April and is for July through March; there are still three months of revenue to be received. The increase to available budget authority from approximately one to one and a half million dollars is primarily due to four contracted items budgeted for that have not been requested for FY23 reimbursement. Unspent fund balance is not lost but does not automatically become part of the next year's budget availability. Quinn Korbolic, Washoe County Technology Services, added that the FY24 budget has only anticipated one year of any annual cost so if a contracted item were to have two years reimbursed from the FY24 budget, rather than one from FY23 and the other from FY24, there may be an impact on the ability to fund other FY24 planned expenditures.

Andy Ancho, City of Reno, shared he would like the opportunity to request reimbursement for First Due Fire Response (\$38,000). Joe Robinson, City of Reno, shared they had not requested reimbursement for the Axon body camera contract based on an email from the County Manager. Jamie Rodriguez, Washoe County, spoke to the email referenced clarifying the intent was to advise agencies of potential future year impacts but that as of now, there hadn't been any changes to prevent them from seeking reimbursement. Lisa Rose-Brown, City of Sparks, indicated they would also like to request their two items and were flexible as to whether it was done in FY23 or FY24.

There was discussion of potentially scheduling a special meeting, the process to do so, and the timing to ensure FY23 reimbursement.

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; the definition of acceptable and not acceptable expenses, analysis of the regulations, and gaining concurrence with a prioritization of the Committee's fundable list; an assessment of NG9-1-1 readiness and present status of current upgrades; status of current emergency dispatch backup strategies and preparation for long-term (future) PSAP backup strategies. This will include the present status of known 911 related legislation in the current Nevada session and FCC related developments. *Stuart Cronan, Galena Group, Inc.*

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Stuart Cronan, Galena Group, Inc., reviewed the [presentation](#) for this item with updates on the four established tasks and next steps for each. He shared that the recent presentation provided by Intrado regarding their planned upgrades would help alleviate the misdirected call issues that have been experienced. He reviewed in detail the definitions provided within the Nevada State Statutes, Washoe County Code, and Federal Communications Commission (FCC) provisions and an interpretation of where some sample items previously considered by the Committee would fall.

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### Sample of Ongoing Approved Items (Direct 911)

**“Acceptable” Items:** (Checkmarks are a Non-legal interpretation only)

• GIS ✓	• City of Sparks Live911 Software ✓
• Training and travel ✓	• Cell phones Incline Village ✓
• Intrado ✓	• Washoe County Dispatch Carbyne c-Live Universe Solution 5-year contract ✓
• Telephone Land Lines ✓	• City of Sparks First Due Fire Response ✓
• Washoe County Sheriff’s Office ProQA ESP ✓	• TMFPD First Due Fire Response ✓
• City of Sparks ProQA Dispatch Quality Performance Review ✓	• City of Reno First Due Fire Response Annual Maintenance ✓
• City of Sparks Pro-QA Priority Dispatch EFD ✓	• Washoe County Tech. Services Employee Benefits ✓
• City of Reno ProQA Emergency Service Plan (EFD) ✓	• City of Sparks GIS Salary Reimbursement ✓
• CodeRed ✓	• Washoe County Tech. Services Salaries and Wages ✓
• TMFPD ProQA EFD ✓	• City of Reno GIS Salary ✓
• Voiance ✓	

✓ = Possibly allowable under State funding priorities  
 ✓ = Allowable under State funding priorities  
**ALL** listed Items apparently acceptable 9-1-1 surcharge by FCC

He suggested there may be a provision for consideration regarding event recording/body camera funding. There is a provision to address uses that may fall within the classification as a diversion by identifying a specific percentage of funding for the use, a distinct separation of the funds and ensuring the remaining funds are used for acceptable uses. He spoke to the technological advances that are now available which provide for more flexible, responsive and less expensive Public Safety Answering Point (PSAP) backup that is available today.

Cody Shadle, City of Reno, and Jamie Rodriguez, Washoe County, spoke to a different interpretation of the FCC provisions regarding diversion of funds questioning whether that would be an available path considering the diversion has already been identified, rather than possibly a proactive approach.

- 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 mobile line and \$8.50 per trunk line to \$1.00 per access line and mobile line and \$10.00 per trunk line, to include, but not be limited to, a report on the BCC’s adoption of the 911 Surcharge Business Impact Statement and timeline for possible approval of a resolution implementing the increased surcharge. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, shared that since the Committee’s action to recommend the increase in September 2022, a Business Impact Statement had been prepared and accepted by the Board of County Commissioners and a Resolution to increase the surcharge was adopted May 16, 2023. The increase will become effective July 1, 2023.

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7. **CONSENT AGENDA** [For Possible Action] – A review, discussion, and possible action to provide direction on criteria to determine which items should be included on the Consent portion of the 911 Emergency Response Advisory Committee agendas.

It was requested that this item be continued to be included with the Bylaws update anticipated for the July 2023 agenda.

### Items in FY23 Budget Projections

8. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – PRO-QA EMERGENCY FIRE DISPATCH (EFD)** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the FY23 renewal of the Priority Dispatch Pro-QA Emergency Fire Dispatch software, in an amount not to exceed \$12,000; and if approved, forward such recommendation to the Board of County Commissioners. *Lisa Rose-Brown, City of Sparks*

There was no committee discussion or response to the call for public comment. Cody Shadle, City of Reno, moved to approve the request to reimburse the costs associated with the FY23 renewal of the Priority Dispatch Pro-QA Emergency Fire Dispatch software, in an amount not to exceed \$12,000; and forward the recommendation to the Board of County Commissioners. Kevin Jakubos, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

9. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS – FIRST DUE FIRE RESPONSE SOFTWARE** [For Possible Action] – A review, discussion and possible action 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 \$20,000; and if approved, forward such recommendation to the Board of County Commissioners. *Kevin Jakubos, City of Sparks Fire Department*

It was noted that the FY23 amount included a credit. There was no committee discussion or response to the call for public comment. Lisa Rose-Brown, City of Sparks, moved 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 \$20,000. Chris Ketring, Truckee Meadows Fire Protection District, provided the second. Upon the call for a vote, the motion carried unanimously.

10. **REQUEST FOR REIMBURSEMENT FOR THE WASHOE COUNTY SCHOOL DISTRICT – AXON YEAR FOUR CONTRACT FOR BODY WORN CAMERAS** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the Washoe County School District for FY23, Year Four, Axon body worn Camera Contract, in an amount not to exceed \$33,411; and if approved, forward such recommendation to the Board of County Commissioners. *Christopher Szabo, Washoe County School District*

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There was no committee discussion or response to the call for public comment. Cody Shadle, City of Reno, moved to approve the request to reimburse the costs associated with the Washoe County School District for FY23, Year Four, Axon body worn Camera Contract, in an amount not to exceed \$33,411. Joe Robinson, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

11. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY TECHNOLOGY SERVICES – BODY WORN CAMERA FIBER LINES** (continued from March 16, 2023, agenda) [For Possible Action] – A review, discussion and possible action 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 \$91,152.90 (FY23); and if approved, forward such recommendation to the Board of County Commissioners. *James Wood, Washoe County Technology Services*

There was no committee discussion or response to the call for public comment. Lisa Rose-Brown, City of Sparks, moved to approve the 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 \$91,152.90. Cody Shadle, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

### End of Items in FY23 Budget Projections

12. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EFD RECERTIFICATIONS** (continued from March 16, 2023, agenda) [For Possible Action] – A review, discussion, and possible action 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 \$2,449.50; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

Cody Shadle, City of Reno, confirmed that due to retesting, some names appeared more than once on the invoice. There was no further committee discussion or response to the call for public comment.

Joe Robinson, City of Reno, moved to approve the request to reimburse the costs associated with the costs associated with the purchase of International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatcher (EFD) recertifications, for an amount not to exceed \$2,449.50. Andy Ancho, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

13. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH EQUIPMENT** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of two SHS 1926 inline amplifiers (\$107.89 each), five HW 540 Headsets (\$76.82 each), 20 Plantronics ear cushions (\$5.73 each), eight HW 540 Headsets (\$60.59 each), three spare earloops (\$6.30 each), and ten spare ear cushions (\$3.22

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each), for a total amount not to exceed \$1,250.30; and if approved, forward such recommendation to the Board of County Commissioners. *Sara Skroch, City of Reno*

There was no committee discussion or response to the call for public comment. Joe Robinson, City of Reno, moved to approve the request to reimburse the costs associated with the purchase of two SHS 1926 inline amplifiers (\$107.89 each), five HW 540 Headsets (\$76.82 each), 20 Plantronics ear cushions (\$5.73 each), eight HW 540 Headsets (\$60.59 each), three spare earloops (\$6.30 each), and ten spare ear cushions (\$3.22 each), for a total amount not to exceed \$1,250.30. Lisa Rose-Brown, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

14. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – NENA 2023 CONFERENCE** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with sending two attendees to the NENA 2023 Conference, currently scheduled, but subject to change, in Grapevine, Texas, on June 17-22, 2023, for an amount not to exceed \$5,500.00; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

Lisa-Rose Brown, City of Sparks, spoke to the noticeable increase in conference expenses and the potential need to consider in the budgeting process. In response to a question about the budget, Sara DeLozier, Washoe County Technology Services, indicated that there was flexibility within the budget to utilize budget authority from one “bucket” for use in another, with Travel having an additional step if overspent. In the past, the budget had been roughly based on the three annual conferences typically attended but the uses have expanded over the years. There was no further committee discussion or response to the call for public comment.

Chris Ketring, Truckee Meadows Fire Protection District, moved to approve the request to reimburse the costs associated with the sending two attendees to the NENA 2023 Conference, currently scheduled, but subject to change, in Grapevine, Texas, on June 17-22, 2023, for an amount not to exceed \$5,500.00. Lisa Rose-Brown, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

15. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – SPARE BATTERIES** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of twelve Plantronics CA12CD spare batteries, for an amount not to exceed \$719.40; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Sheppard, City of Sparks*

There was no committee discussion or response to the call for public comment. Cody Shadle, City of Reno, moved to approve the request to reimburse the costs associated with the purchase of twelve Plantronics CA12CD spare batteries, for an amount not to exceed \$719.40. Kevin Jakubos, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

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16. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – RADIO EQUIPMENT** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of five Harris Symphony Nano Radio Console Speakers, eight belt clips, fifteen silicone ear buds, and five radio headsets, for an amount not to exceed \$1,368.77; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Sheppard, City of Sparks*

There was no committee discussion or response to the call for public comment. Joe Robinson, City of Reno, moved to approve the request to reimburse the costs associated with the purchase of five Harris Symphony Nano Radio Console Speakers, eight belt clips, fifteen silicone ear buds, and five radio headsets, for an amount not to exceed \$1,368.77. Cody Shadle, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

17. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS – 911 COMPUTER WORKSTATIONS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of six computer workstations for an amount not to exceed \$9,654.30; and if approved, forward such recommendation to the Board of County Commissioners. *Douglas Campbell, City of Sparks*

There was no committee discussion or response to the call for public comment. Joe Robinson, City of Reno, moved to approve the request to reimburse the costs associated with the purchase of six computer workstations for an amount not to exceed \$9,654.30. Lisa Rose-Brown, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

18. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH EQUIPMENT** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of six headsets, three spare batteries, three wireless PTT cordless adapter base units, and one 10-pack headset replacement foam earpad cushions, for an amount not to exceed \$2,200.00; and if approved, forward such recommendation to the Board of County Commissioners. *Karinah Prevost, Washoe County Sheriff's Office*

There was no committee discussion or response to the call for public comment. Chris Ketring, Truckee Meadows Fire Protection District, moved to approve the request to reimburse the costs associated with the purchase of six headsets, three spare batteries, three wireless PTT cordless adapter base units, and one 10-pack headset replacement foam earpad cushions, for an amount not to exceed \$2,200.00. Cody Shadle, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

19. **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.

Chris Ketring, Truckee Meadows Fire Protection District, shared the installation was approximately seventy percent complete, they were waiting on some hardware; two additional invoices had been submitted for reimbursement. Andy Ancho, City of Reno, shared installation was complete and the City of Reno was in the final part of system acceptance. Kevin Jakubos,

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City of Sparks, shared PowerComm had begun the site surveys and they were awaiting assignment of a new Purvis representative for their project.

- 20. 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 Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, shared contract negotiations were underway with Hexagon. Staff was targeting the June 20 Board of County Commissioner's meeting for contract review and acceptance, contingent on completion of the governance agreement which outlines the relationships with participating agencies.

- 21. 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 July 20, 2023, at 1:30 p.m.

- Bylaws, Consent Agenda – next meeting (July)
- Open Meeting Law presentation (July depending on agenda length)
- Create stronger emphasis on in-person attendance participation from Committee

Washoe County Deputy District Attorney Jen Gustafson encouraged the Committee members to review the current Bylaws in advance of the next meeting and submit additions or changes via email to her and the Chair.

Requests for a special meeting can be directed to the Chair.

Chris Ketring, Truckee Meadows Fire Protection District, questioned the need for the 911 Emergency Response Advisory Committee to take any action to request an opinion regarding funding for the body camera programs. There was mention of a potential request from the City of Sparks to the District Attorney's Office. Deputy District Attorney Gustafson shared her capacity was to support Washoe County and then the Committee to a limited extent and had not been asked to conduct research on the matter. It was clarified that the Board of County Commissioners would be the appropriate body to consider and determine any changes.

- 22. 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.

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

The meeting adjourned at 2:52 p.m.