

# 911 Emergency Response Advisory Committee

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

**Thursday, July 20, 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  
Andrew Ancho, City of Reno  
Doug Campbell, City of Sparks  
Jennifer Felter, Washoe County  
Kevin Jakubos, City of Sparks  
Joseph Robinson, City of Reno  
Cody Shadle, City of Reno  
Vacant, Washoe County  
Vacant,  
Washoe County School District

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. Deputy District Attorney Gustafson provided guidance on how to determine a quorum based on the newly enacted legislative bill, AB52. There were two vacancies, one voting (Washoe County At-Large, previously Chris Ketring) and one non-voting (Washoe County School District, previously Christopher Szabo). With the new guidance the committee number is reduced to 9 rather than 10, allowing for 5 active members to constitute a quorum.

#### **PRESENT**

Doug Campbell	City of Sparks (Municipal Court)
Kevin Jakubos	City of Sparks (At-Large)
Joseph Robinson	City of Reno (Police)
Lisa Rose-Brown	City of Sparks (Police)
Cody Shadle	City of Reno (Municipal Court)
Jeff Voskamp	City of Reno (At-Large)

#### **ABSENT**

Jennifer Felter	Washoe County (Sheriff)
Jamie Rodriguez	Washoe County (At-Large)
Vacant	Washoe County (At-Large)
Vacant	Washoe County School District (Non-voting)

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

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- 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.

- 3. APPROVAL OF MAY 18, 2023, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Cody Shadle, City of Reno, moved to approve the May 18, 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, indicated there was not a summary prepared for this meeting due to the fiscal year closing still underway. Agencies were encouraged to submit any remaining FY23 requests for reimbursement. A more detailed year-end summary would be provided at the September meeting.

- 5. E911 FIVE-YEAR MASTER PLAN IMPLEMENTATION UPDATE** [Non-action item] – A review and discussion of E911 Five-Year Master Plan implementation activities including, but not limited to, the first reporting of PSAP metrics to the Committee including review of the data presented; Emergency Dispatch backup planning and strategies with preparation for long-term PSAP Backup Strategies and possible FCC updates related to 911. *Stuart Cronan, Galena Group, Inc.*

Stuart Cronan, Galena Group, Inc., reviewed his [presentation](#) for this item focusing on the two remaining tasks relating to the Public Safety Answering Points (PSAPs).

- Develop a Process and Format with PSAP Management to Track and Report PSAP Metrics to the Committee
- Develop Tactical (Current Design) and Prepare for Long-Term (Future) PSAP Backup Strategies

He indicated the metrics would be refined and reshared. Backup strategies have shifted from planning for an independent separate facility to a focus on “go to anywhere” communications technology as a more flexible, resilient, and less expensive approach available today. He reviewed the contents and objectives of the Tactical Backup Plan/Continuity of Operations Plan, provided a checklist for evaluating backup locations and ongoing Continuity of

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Operations tasks. A final version will be presented to the PSAP management members for review by mid-August.

Cody Shadle, City of Reno, asked if it would be possible to get more details on the Push to Talks metrics such as total talk time and channel utilization; and, if any cost analysis would be included for the identified gaps in the Tactical Plan. Mr. Cronan indicated the metric breakdowns could be revisited and he could highlight the gaps so that further analysis could be done to obtain estimated costs to address. There were no further questions, discussion or public comment on this item.

## Items in FY24 Budget Projections

6. **REQUEST FOR APPROVAL TO UTILIZE E911 FUNDS FOR TWO STAFF POSITIONS FOR THE UPDATE AND MAINTENANCE OF THE 911 DATABASE AND ADMINISTRATION OF THE COMPUTER AIDED DISPATCH SYSTEM** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to utilize E911 Funds, not to exceed [\$295,000], for two staff positions, one at Washoe County and one at the City of Reno, to support the update and maintenance of the 911 database and administration of the Computer Aided Dispatch (CAD) system; and if approved, forward such recommendation to the Board of County Commissioners. *Quinn Korbulic, Washoe County, Cody Shadle, City of Reno*

Quinn Korbulic, Washoe County Technology Services, provided an overview of the joint City of Reno and Washoe County requests. As a result of the recommendation of Federal Engineering to provide two dedicated staff members to support the update and maintenance of the 911 database and administration of the Computer Aided Dispatch (CAD) system. The cost for two positions was included in the FY24 budget and the job announcements for the positions have been posted but would like to ensure full Committee and Board of County Commission approval prior to hiring.

Lisa Rose-Brown, City of Sparks, asked if a Service Level Agreement for Sparks and REMSA was in place, why the City of Sparks wasn't included for a half-time position and why the two positions weren't placed with Washoe County. Mr. Korbulic indicated these two global administrators for items that will impact all agencies. Agencies were encouraged to have staff to their agency configurations and have full reign locally. He added that four global administrators would be too many and likely not the best use of the fund.

Member Rose-Brown voiced concern with the proposed suggestion, especially without a service level agreement in writing. Cody Shadle, City of Reno, indicated the City of Reno had decided to fund a position in order to move forward with recruitment in order to ensure the needed staffing.

Doug Campbell, City of Sparks, echoed concerns with one position being placed at the City of Reno given the contracts, licensing and hardware is to be owned by Washoe County exclusively; the reason for the split in the positions hasn't been made clear. For control

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reasons, it seemed odd to have someone from another agency involved in system administration when have no connection to the systems themselves.

Mr. Korbolic shared it should be explicitly laid out to the people in these roles that they are to support the system as a whole and all the partner agencies and it shouldn't matter who holds the infrastructure. He noted Service Level Agreements had been discussed in the Governance discussions but would need to follow-up to see if they were included.

Lisa Rose-Brown, City of Sparks, shared she would like more information before moving forward with taking action on this item. She shared concern that while it may be the best intentions of the decision-makers currently involved, that may be lost in the future and that delaying a third position on location may leave agencies beyond capacity. Kevin Jakubos, City of Sparks, echoed the concerns. He moved to continue the item to the next agenda. Lisa Rose-Brown, City of Sparks, provided the second. There was no further Committee discussion or response to the call for public comment. Upon a call for a vote, there motion carried unanimously.

## End of Items in FY24 Budget Projections

7. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – PRO-QA DISPATCH QUALITY PERFORMANCE REVIEW** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with FY23 Priority Dispatch Pro-QA Quality Performance Review Service Q Plus for EFD, in an amount not to exceed \$16,872; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*

Cody Shadle, City of Reno, moved to make a recommendation to approve the request to reimburse the costs associated with the FY23 Priority Dispatch Pro-QA Quality Performance Review Service Q Plus for EFD, in an amount not to exceed \$16,872; and if approved, forward such recommendation to the Board of County Commissioners. Kevin Jakubos, City of Sparks, provided the second. There was no 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 CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – QUALITY PERFORMANCE REVIEW SERVICE (YEAR ONE)** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with Priority Dispatch Quality Performance Review Service Q Plus, in an amount not to exceed \$16,800 for year one; and if approved, forward such recommendation to the Board of County Commissioners. [Reoccurring annual cost \$16,800]. *Elaina Hooper, City of Reno*

Kevin Jakubos, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with Priority Dispatch Quality Performance Review Service Q

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Plus, in an amount not to exceed \$16,800 for year one; and if approved, forward such recommendation to the Board of County Commissioners. Lisa Rose-Brown, City of Sparks, provided the second. There was no committee discussion or 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 SPARKS – AXON CONTRACT ADDITIONS (10 BODYCAMERA & 4 FLEET) (JUNE 2023 ADDITIONS) [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 ten body worn camera systems and four fleet camera systems, and related hardware and equipment not previously in inventory, in an initial purchase amount not to exceed \$14,629.40; and if approved, forward such recommendation to the Board of County Commissioners. *Tara Edmonson, City of Sparks Police Department*

Cody Shadle, City of Reno, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of ten body worn camera systems and four fleet camera systems, and related hardware and equipment not previously in inventory, in an initial purchase amount not to exceed \$14,629.40; and if approved, forward such recommendation to the Board of County Commissioners. Lisa Rose-Brown, City of Sparks, provided the second. There was no 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”) – 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 5 Poly Mute Switch for Headsets (\$85.95), and 18 spare earloop kits EncorePro HW540 (\$111.96), for a total amount not to exceed \$197.91; and if approved, forward such recommendation to the Board of County Commissioners. *Sara Skroch, City of Reno*

Kevin Jakubos, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with the purchase of 5 Poly Mute Switch for Headsets (\$85.95), and 18 spare earloop kits EncorePro HW540 (\$111.96), for a total amount not to exceed \$197.91; and if approved, forward such recommendation to the Board of County Commissioners. Lisa Rose-Brown, City of Sparks, provided the second. There was no committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

**11. REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (“PSAP”) – APCO 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 APCO 2023 Conference, currently scheduled, but subject to change, in Nashville, Tennessee, August 6-9, 2023, for an

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amount not to exceed \$5,900.00; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

Kevin Jakubos, City of Sparks, moved to make a recommendation to approve the request to reimburse the costs associated with sending two attendees to the APCO 2023 Conference, currently scheduled, but subject to change, in Nashville, Tennessee, August 6-9, 2023, for an amount not to exceed \$5,900.00; and if approved, forward such recommendation to the Board of County Commissioners. Cody Shadle, City of Reno, provided the second. There was no committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

- 12. NEVADA OPEN MEETING LAW AND ETHICS PRESENTATION** [Non-action item] – An informational presentation on the requirements of Nevada’s Open Meeting Law (“OML”), as codified in NRS Chapter 241, and ethics in government, as codified in NRS Chapter 281A. *Jen Gustafson, Deputy District Attorney*

Deputy District Attorney Gustafson recommended continue the item to the September or November meeting.

- 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 September 21, 2023, at 1:30 p.m.

- CAD RMS update
- OML & Ethics
- Bylaws

- 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. 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.

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

The meeting adjourned at 2:16 p.m.