

911 Emergency Response Advisory Committee

Notice of Meeting and Agenda

Thursday, September 21, 2023

1:30 p.m.

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

Teleconference participation options provided below.

MEMBERS

Lisa Rose-Brown, City of Sparks, Vice-Chair
Andrew Ancho, City of Reno
Doug Campbell, City of Sparks
Jennifer Felter, Washoe County
Chris Ketring, Washoe County
Kevin Jakubos, City of Sparks
Cadence Matijeich, Washoe County
Joseph Robinson, City of Reno
Cody Shadle, City of Reno
Christopher Szabo,
Washoe County School District

This meeting will be held at the physical location above and by teleconference via this [Teams Meeting link](#) (Meeting ID: 287 828 049 076; Passcode: u9ANnZ), or by calling 775-325-0620 using Conference ID: 439 310 972#. Please note: The Teams Meeting link option will require a computer or phone with internet access and the Microsoft Office product "Teams" application, as well as audio capabilities.

Committee website:

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

AGENDA

1. **CALL TO ORDER AND DETERMINATION OF QUORUM** [Non-action item]
2. **INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT VIA TEAMS/TELEPHONE** [Non-action item]. DDA Jennifer Gustafson
3. **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.
4. **ELECTION OF OFFICERS** [For Possible Action] - Discussion and possible action to elect a Chair from the 911 Emergency Response Advisory Committee membership.
 - a. Chair (Washoe County)
5. **APPROVAL OF AUGUST 31, 2023, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.
6. **FINANCIAL SUMMARY** [Non-action item] – A presentation of the current Financial Summary of the 911 Fund. *Sara DeLozier, Washoe County Technology Services*

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Items included in FY24 Budget Projections

7. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO FIRE DEPARTMENT – 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 FY24 annual costs associated with the First Due Fire Response Software that provides CAD data and routing to responding resources, pre-incident planning and high-risk occupant-related data management for a total not to exceed \$39,140; and if approved, forward such recommendation to the Board of County Commissioners. *Andy Ancho, City of Reno*
8. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – LIVE911 SOFTWARE** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the FY24 annual costs associated with Live911 Software, in an amount not to exceed \$15,000; and if approved, forward such recommendation to the Board of County Commissioners. *Lisa Rose-Brown, City of Sparks*
9. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – EMERGENCY SERVICE PLAN (ESP)** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the FY24 annual costs associated with the purchase of International Academy of Emergency Dispatching - Emergency Service Plan (ESP) Platinum Package, which maintains licensing, updates, and customer support of Police, Fire, and Medical call taking software, for an amount not to exceed \$34,560; and if approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County*
10. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – CARBYNE – YEAR THREE** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the FY24 annual costs associated with year three of the Carbyne 911 [NG-911 Solution], for an amount not to exceed \$60,900; and if approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County*

End of Items included in FY24 Budget Projections

11. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO 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 cost associated with the purchase of five Plantronics Encore HW 710 Pro Headsets (\$90.68 each); two Plantronics SHA 1926 10 Inline Amplifiers (\$123.59 each); and five Plantronics 6-wire Inline Amplifiers (\$154.72 each), for a total not to exceed amount of \$1,474.18; and if approved, forward such recommendation to the Board of County Commissioners. *Sara Skroch, City of Reno*
12. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – HEXAGON 2023 USERS 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 three attendees to the Hexagon Public Users Group Conference, currently scheduled, but subject to change, in Dallas, Texas,

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November 6-9, 2023, for an amount not to exceed \$7,500.00; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

13. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO – FIRE STATION ALERTING** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with Dispatch-Fire Station Alerting System software, hardware, and installation, for an amount not to exceed \$140,287.66; and if approved, forward such recommendation to the Board of County Commissioners. *Andy Ancho, City of Reno*
14. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EFD RECERTIFICATIONS** [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) recertifications (two Emergency Fire Dispatcher (EFD) and one Emergency Medical Dispatcher (EMD)) for an amount not to exceed \$123.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*
15. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – HEADSETS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the Washoe County Sheriff’s Office for the costs associated with the purchase of six Plantronics EncorePro 540 headsets for a total amount not to exceed \$418.20; and if approved, forward such recommendation to the Board of County Commissioners. *Karinah Prevost, Washoe County Sheriff’s Office*
16. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EMD/EPD/EFD TRAINING AND CERTIFICATION/RECERTIFICATIONS; and CPR/BLS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify requests to reimburse the Washoe County Sheriff’s Office for the costs associated with the purchase of International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatch (EMD), Emergency Police Dispatch (EPD) and Emergency Fire Dispatch (EFD) certifications and recertifications; and required CPR/Basic Life Saving (BLS) courses and certifications. And for the requests approved, forward such recommendation to the Board of County Commissioners. *Jennifer Delano and Karinah Prevost, Washoe County Sheriff’s Office*
 - a. Basic Life Saving Certifications/Recertifications for 5 new staff members, for an amount not to exceed \$170.00
 - b. IAED EMD/EPD/EFD Certifications/Recertifications for 16 existing staff members, for an amount not to exceed \$1,160.00
 - c. IAED EMD/EPD/EFD and CPR/BLS for 7 new staff members, for an amount not to exceed \$7,903.00 (\$7,665 for IAED and \$238.00 for BLS)

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17. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY (SHERIFF'S OFFICE and TECHNOLOGY SERVICES) – HEXAGON 2023 USERS 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 four attendees to the Hexagon Public Users Group Conference from Washoe County, currently scheduled, but subject to change, in Dallas, Texas, November 6-9, 2023. And for the requests approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County Sheriff's Office & Sara DeLozier, Washoe County Technology Services*
 - a. Washoe County Sheriff's Office for a total not to exceed \$11,000 for three conference attendees
 - b. Washoe County Technology Services for a total not to exceed \$2,808 for one conference attendee
18. **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*
19. **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*
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 November 16, 2023, at 1:30 p.m.
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.
22. **ADJOURNMENT** [Non-action item]

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**Posting of Agenda.** Pursuant to NRS 241.020(4)(b), the Agenda for the 911 Emergency Response Advisory Committee has been posted at the Washoe County Administration Building, 1001 East Ninth Street, Reno, Nevada; and, has been electronically posted at <https://notice.nv.gov> and [http://www.washoecounty.gov/technology/board\\_committees/911\\_response/index.php](http://www.washoecounty.gov/technology/board_committees/911_response/index.php).

**How to Get Copies of Agenda and Supporting Materials.** Copies of this agenda and the supporting materials for the items on the agenda, provided to the 911 Emergency Response Advisory Committee, are available to members of the public at the County's Technology Services office or by emailing Sharon Ruff, [sruff@washoecounty.gov](mailto:sruff@washoecounty.gov) (230 Edison Way, Reno, Nevada 89502) or Sara DeLozier, [sdelozier@washoecounty.gov](mailto:sdelozier@washoecounty.gov) (1001 E. Ninth Street, Building C, Suite C220, Reno, NV 89512); and are also posted on the County's website at: [http://www.washoecounty.gov/technology/board\\_committees/911\\_response/index.php](http://www.washoecounty.gov/technology/board_committees/911_response/index.php)

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**Possible Changes to Agenda and Timing.** The 911 Emergency Response Advisory Committee may consider items on the agenda out of order, may combine two or more agenda items for consideration, may remove an item from the agenda, or may delay discussion of an item on the agenda at any time. The consent agenda is a single agenda item, is considered as a block unless otherwise requested by a Committee member, and will not be read aloud.

**Public Comment.** Public comments are welcomed during the Public Comment periods at the beginning and end of the meeting for all matters, whether listed on the agenda or not. Additionally, public comment specific to the action item will be heard during individual action items on the agenda. Public comments are limited to three (3) minutes per person per comment period. Persons may not allocate unused time to other speakers.

Members of the public may submit public comment by either attending the meeting in person, attending the meeting via teleconference or attending by telephone only. To provide public comment via Teams, log into the Teams Meeting at the link on the first page of the notice of meeting and utilize the "Raise Hand" feature during any public comment period. To provide public comment via telephone only, press \*5. Press \*6 to mute/unmute.

Additionally, persons are invited to submit public comments in writing by emailing Sara DeLozier at [sdelozier@washoecounty.gov](mailto:sdelozier@washoecounty.gov). The County will make reasonable efforts to send all email comments received by 4:00 p.m. on September 20, 2023, to the Committee members prior to the meeting.

**Forum Restrictions and Orderly Conduct of Business.** The 911 Emergency Response Advisory Committee conducts the business of Washoe County and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

**Responses to Public Comments.** The 911 Emergency Response Advisory Committee can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. The Open Meeting Law does not expressly prohibit responses to public comments by the 911 Emergency Response Advisory Committee. However, responses from Committee members to unlisted public comment topics could become deliberation on a matter without notice to the public. To avoid this situation and to ensure the public has notice of all matters the 911 Emergency Response Advisory Committee will consider, members may choose not to respond to public comments, except to correct factual inaccuracies, ask for Washoe County staff action or to ask that a matter be listed on a future 911 Emergency Response Advisory Committee meeting agenda. The 911 Emergency Response Advisory Committee may do this either during the Public Comment item or during the following item: **"911 EMERGENCY RESPONSE ADVISORY COMMITTEE MEMBER AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** [Non-action item]."

**Special Accommodations.** Persons with disabilities who require special accommodations or assistance (e.g., sign language, interpreters or assisted listening devices) at the meeting should notify Regional Emergency Operations Center, 775-337-5859, or Washoe County Technology Services, 775-328-2350, at least 48 hours before the meeting.