

# 911 Emergency Response Advisory Committee

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

**Thursday, September 21, 2023**

**1:30 p.m.**

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

## **MEMBERS**

Lisa Rose-Brown, City of Sparks, Vice-Chair  
Andrew Ancho, City of Reno  
Doug Campbell, City of Sparks  
Jennifer Felter, Washoe County  
J.W. Hodge, City of Reno  
Kevin Jakubos, City of Sparks  
Chris Ketring, Washoe County  
Cadence Matijevich, Washoe County  
Cody Shadle, City of Reno  
Christopher Szabo,  
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 1:31 p.m. Cody Shadle, City of Reno, offered to act as chair in the absence of the vice-chair until a new chair could be elected. It was noted that the City of Reno had requested to withdraw Item 13 from the day's agenda.

### **PRESENT**

Andrew Ancho	City of Reno (At-Large)
Jennifer Felter	Washoe County (Sheriff)
J.W. Hodge	City of Reno (Police)
Kevin Jakubos	City of Sparks (At-Large)
Chris Ketring	Washoe County (At-Large)
Cadence Matijevich	Washoe County (At-Large)
Cody Shadle	City of Reno (Municipal Court)

### **ABSENT**

Doug Campbell	City of Sparks (Municipal Court)
Lisa Rose-Brown	City of Sparks (Police)
Christopher Szabo	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. INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT VIA TEAMS/TELEPHONE** [Non-action item]. DDA Jennifer Gustafson

To participate by teleconference via Teams (Meeting ID: 287 828 049 076; Passcode: u9ANnZ), or by calling 775-325-0620 using Conference ID: 439 310 972#. 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.

**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.

There was no response to the call for public comment; no emails had been submitted prior to the meeting.

**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)

Jenn Felter, Washoe County, nominated and moved to elect Chris Ketring, Washoe County, as Chair. Member Ketring declined the nomination. Cody Shadle, City of Reno, nominated and moved to elect Jenn Felter, Washoe County, as Chair, Member Felter accepted the nomination. Kevin Jakubos, City of Sparks, seconded the motion. There were no further nominations and no response to the call for public comment. Upon a call for a vote, the motion carried unanimously. Jenn Felter, Washoe County, assumed the role of chair.

**5. APPROVAL OF AUGUST 31, 2023, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Kevin Jakubos, City of Sparks, moved to approve the August 31, 2023, minutes, as written. 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.

**6. FINANCIAL SUMMARY** [Non-action item] – A presentation of the current Financial Summary of the 911 Fund. *Sara DeLozier, Washoe County Technology Services*

Sara DeLozier, Washoe County Technology Services, indicated there was not a summary prepared for this meeting. A more detailed year-end summary would be provided at the November meeting.

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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*

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 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. Cadence Matijevich, Washoe County, provided the second. Upon the call for a vote, the motion carried unanimously.

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*

There was no committee discussion or response to the call for public comment. Kevin Jakubos, City of Sparks, moved to approve the request to reimburse the costs associated with the Live911 Software, in an amount not to exceed \$15,000; and if approved, forward such recommendation to the Board of County Commissioners. JW Hodge, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

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*

Cody Shadle, City of Reno, asked about the discounted pricing. Jenn Felter, Washoe County, shared there was a pricing difference due to paying annually on multi-year contacts.

There was no further 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 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,

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forward such recommendation to the Board of County Commissioners. Andy Ancho, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

- 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*

There was no committee discussion or response to the call for public comment. Kevin Jakubos, City of Sparks, moved to approve the request to reimburse the 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. Cody Shadle, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

## **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*

There was no committee discussion or response to the call for public comment. Cadence Matijevich, Washoe County, moved to approve the request to reimburse the costs 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. Kevin Jakubos, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

- 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, 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*

There was no committee discussion or response to the call for public comment. Kevin Jakubos, City of Sparks, moved to approve the 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, November 6-9, 2023, for an amount not to exceed

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\$7,500.00; and if approved, forward such recommendation to the Board of County Commissioners. Jenn Felter, Washoe County, provided the second. Upon the call for a vote, the motion carried unanimously.

- 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*

The City of Reno requested Item 13 of this agenda be removed. No action was taken on the item.

- 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*

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 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. JW Hodge, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

- 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*

There was no committee discussion or response to the call for public comment. Andy Ancho, City of Reno, moved to approve the request to reimburse 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. 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 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)

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 items a, b, and c as requested, and if approved, forward such recommendation to the Board of County Commissioners. Cadence Matijevich, Washoe County, provided the second. Upon the call for a vote, the motion carried unanimously.

- 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

There was no committee discussion or response to the call for public comment. Kevin Jakubos, City of Sparks, moved to approve the request to reimburse the costs associated items a and b as requested; and if approved, forward such recommendation to the Board of County Commissioners. JW Hodge, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.



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- 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*

Quinn Korbolic, Washoe County Technology Services, shared the Governance Agreement as well as the contract items for Hexagon and Hewlett Packard were scheduled to be heard by the Board of County Commissioners September 19, 2023. After all agencies were able to ratify the Governance Agreement, the team could move forward with the contract items with an expected kick-off in early November.

- 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*

Deputy District Attorney Jen Gustafson, reviewed a [presentation](#) providing an overview of Nevada’s Open Meeting Law, focusing on Committee member responsibilities. She reviewed definitions, determination and types of quorums, methods for holding meetings, special considerations for virtual meetings, attorney-client interactions; agenda drafting and posting; and meeting structure, actions, and public comment; steps should a violation occur and the reference materials available. The Ethics Code and related NRS Chapter 281A were reviewed as part of the presentation (slides 21-27), as well as being mindful of and how to manage conflicts of interest. Committee members were invited to reach out to counsel with questions and were permitted to reach out the item requestors for clarification of agenda requests. Public comment periods were discussed with general practice to have beginning public comment open to all items and those with each action item relevant to the item.

- 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.

- Consent Items and Bylaws

- 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 2:16 p.m.

Approved in session November 30, 2023.