

911 Emergency Response Advisory Committee

****Draft Meeting Minutes****

Thursday, August 31, 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
Kevin Jakubos, City of Sparks
Chris Ketring, Washoe County
Cadence Matijevec, Washoe County
Joseph Robinson, City of Reno
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

AGENDA

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

The meeting was called to order at 1:30 p.m.

PRESENT

Andrew Ancho	City of Reno (At-Large)
Doug Campbell	City of Sparks (Municipal Court)
Jennifer Felter	Washoe County (Sheriff)
Kevin Jakubos	City of Sparks (At-Large)
Chris Ketring	Washoe County (At-Large)
Joseph Robinson	City of Reno (Police)
Lisa Rose-Brown	City of Sparks (Police)
Christopher Szabo	Washoe County School District (Non-voting)

ABSENT

Cadence Matijevec	Washoe County (At-Large)
Cody Shadle	City of Reno (Municipal Court)

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

2. INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT VIA TEAMS/TELEPHONE [Non-action item]. DDA Jennifer Gustafson

Deputy District Attorney Gustafson reviewed the steps one can take to provide public comment.

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- 3. 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.

- 4. APPROVAL OF JULY 20, 2023, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

It was requested that the name of the City of Reno member be corrected to reflect Andrew Ancho. Joe Robinson, City of Reno moved to approved the minutes as corrected. Jenn Felter, Washoe County, provided the second. There was no further Committee comment or public comment. Upon the call for the vote, the motion carried unanimously.

- 5. REQUEST FOR APPROVAL TO UTILIZE E911 FUNDS FOR TWO AND ONE-HALF FULL TIME EQUIVALENT STAFF POSITIONS TO ACT AS GLOBAL SYSTEM ADMINISTRATORS 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 [\$390,000], for two and one-half Full Time Equivalent (FTE) staff positions, one at Washoe County, one at the City of Reno, and one-half at the City of Sparks, to act as global system administrators supporting all partner and user agencies. Specifically, these positions shall 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 Korbolic, Washoe County*

There was discussion to clarify the proposed roles would be global in nature and all the agencies, including REMSA, and there would be a need for each agency to have local administrators. Washoe County has proposed to utilize the System Administrator job classification and the City of Reno and the City of Sparks were proposing to use similar job classifications. The positions are intended to be intimately involved in implementation initially and then long-term support after implementation. The positions would be brought back to the Committee each year, similar to the GIS positions, for Fund consideration. There may be a need to “right-size” the support once the new CAD system is in place.

Joe Robinson, City of Reno, moved to approve the request to utilize E911 Funds, not to exceed [\$390,000], for two and one-half Full Time Equivalent (FTE) staff positions, one at Washoe County, one at the City of Reno, and one-half at the City of Sparks, to act as global system administrators supporting all partner and user agencies. Specifically, these positions shall support the update and maintenance of the 911 database and administration of the Computer Aided Dispatch (CAD) system; and forward the recommendation to the Board of County Commissioners. Kevin Jakubos, City of Sparks, provided the second. There was no further Committee discussion and no response to the call for public comment. Upon a call for the vote, the motion carried unanimously.

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6. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS 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 \$8,000.00; and if approved, forward such recommendation to the Board of County Commissioners. *Lisa Rose-Brown, City of Sparks*

Jenn Felter, Washoe County, moved to approve 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 \$8,000.00, and forward recommendation to the Board of County Commissioners. Joe Robinson, 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.

7. **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.

Deputy District Attorney Gustafson noted she would provide Open Meeting Law training at the next meeting.

Chris Ketring, Washoe County, shared the Fire Station Alerting system for Truckee Meadows Fire would be going live in October.

8. **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.

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

The meeting adjourned at 1:46 p.m.