

# 911 Emergency Response Advisory Committee

## Notice of Meeting and Agenda

**Thursday, January 19, 2023**

**2:00 p.m.**

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

**Teleconference participation options provided below.**

### MEMBERS

Joseph Robinson, City of Reno, Chair  
Jamie Rodriguez, Washoe County, Vice-Chair  
Doug Campbell, City of Sparks  
Jennifer Felter, Washoe County  
Chris Ketring, Washoe County  
Kevin Jakubos, City of Sparks  
Lisa Rose-Brown, City of Sparks  
Cody Shadle, City of Reno  
Christopher Szabo,  
Washoe County School District  
Jeff Voskamp, City of Reno

**This meeting will be held at the physical location above and by teleconference via this [Teams Meeting link](#) (Meeting ID: 255 050 831 588 Passcode: ATXYhk or by calling 775-325-0620 using Conference ID: 287 553 930#. Please note, the Teams Meeting link option will require a computer or phone with internet access or the Microsoft Office product "Teams" application and with audio capabilities. Members of the public may also provide public comment by participating in the teleconference [via this Teams Meeting link](#) or by calling 775-325-0620 using Conference ID: 287 553 930#. Public comment may also be submitted ahead of time by emailing [sdelozier@washoecounty.gov](mailto:sdelozier@washoecounty.gov). Please try to provide comments by 4 p.m. on January 18, 2023.**

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]
- 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.
- 3. ELECTION OF OFFICERS** [For Possible Action]
  - a. Chair (Washoe County)
  - b. Vice-Chair (City of Sparks)
- 4. APPROVAL OF NOVEMBER 17, 2022, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.
- 5. FINANCIAL SUMMARY** [Non-action item] – A review of the current Financial Summary. *Sara DeLozier, Washoe County Technology Services*



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6. **FISCAL YEAR 2023/2024 BUDGET PROPOSAL** [For Possible Action] – A review, discussion and possible action to recommend that the Board of County Commissioners approve and/or approve with modifications the proposed Fiscal Year 2023-2024 E911 budget. *Quinn Korbolic, Washoe County Technology Services*
7. **E911 FIVE-YEAR MASTER PLAN IMPLEMENTATION UPDATE** [Non-action item] – A review and discussion on E911 Five-Year Master Plan implementation activities to date, to include but not be limited to discussion of PSAP Metrics tracking and reporting; a structured process for purchase authorization and funding priorities; Next Generation 911 readiness assessment; tactical and long-range back-up strategies; recent and ongoing FCC activity related to 911; and a review of any 911-related activity at the 2023 Nevada Legislature. *Stuart Cronan, Galena Group, Inc.*
8. **Consent Items [For Possible Action]**
  - a. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (“PSAP”) – POLY QUICK DISCONNECT INLINE MUTE SWITCHES** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of ten Poly Quick Disconnect In-line Mute Switches, for an amount not to exceed \$140.60. *Sara Skroch, City of Reno*
  - b. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (“PSAP”) – PRO-QA EFD-Q CERTIFICATIONS** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with the Priority Dispatch EFD-Q online certification for two staff members, for an amount not to exceed \$1,100. *Cody Shadle, City of Reno*
  - c. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (“PSAP”) – PRIORITY DISPATCH AI SkillLAB TRAINING HOURS** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of 100 credit hours of Priority Dispatch’s AI SkillLab to supplement staff training associated with the implementation of Emergency Medical Dispatch protocol software, for an amount not to exceed \$2,000. *Cody Shadle, City of Reno*
  - d. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (“PSAP”) – NENA NG911 STANDARDS AND BEST PRACTICES CONFERENCE** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with sending one attendee to the NENA NG9-1-1 Standards and Best Practices Conference, currently scheduled, but subject to change, in Clearwater, Florida, on January 16-19, 2023, in an amount not to exceed \$2,800. *Cody Shadle, City of Reno*
  - e. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (“PSAP”) – NENA and APCO MEMBERSHIPS** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with

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the purchase of FY23 annual group membership fees for National Emergency Number Association (NENA) and Association of Public-Safety Communications Officials (APCO), for an amount not to exceed \$4,820. *Cody Shadle, City of Reno*

- f. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (“PSAP”) – DISPATCH RADIO EQUIPMENT** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of seven mini-lapel microphones, seven tube and ear tip assemblies and fifteen rechargeable lithium ion batteries for use with Dispatch radios used for backup and emergency operations, for an amount not to exceed \$3,500. *Elaina Hooper, City of Reno*
  
- g. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PSAP – CONSOLE CLEANING** [For Possible Action] – A review, discussion, and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the costs associated with Evans Care console cleaning and maintenance, for an amount not to exceed \$5,000.00. *Lisa Rose-Brown, City of Sparks*

## End of Consent Items

### Items in FY23 Budget Projections

- 9. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO – AXON FLEET CONTRACT YEAR TWO (FY23) and POLICE EQUIPMENT** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny or otherwise modify a request to reimburse the costs associated with the City of Reno’s Axon Contract for Fleet Cameras, Year Two (\$227,135.93 FY23) and Police Equipment (\$630), for a total amount not to exceed \$227,765.93. *Rob Larson, City of Reno*
  
- 10. **REQUEST FOR REIMBURSEMENT FOR TRUCKEE MEADOWS FIRE PROTECTION DISTRICT – FY23 FIRST DUE FIRE RESPONSE SOFTWARE** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the FY23 annual cost 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 \$24,727.50. *Dale Way, Truckee Meadows Fire Protection District*
  
- 11. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY DISPATCH PSAP – ProQA EMERGENCY SERVICE PLAN (ESP)** [For Possible Action] – A review, discussion and possible action to make a recommendation to approve, deny, or otherwise modify a request to reimburse the 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 Fire protocol call taking software in an amount not to exceed \$13,200. *Elaina Hooper, City of Reno*

## End of Items in FY23 Budget Projections

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12. **REQUEST FOR REIMBURSEMENT FOR NORTH LAKE TAHOE FIRE PROTECTION DISTRICT – FIRST DUE FIRE RESPONSE SOFTWARE** [For Possible Action] – A review, discussion and possible action to make a recommendation 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 interconnect CAD data and routing to responding resources, pre-incident planning and high-risk occupant-related data management for the North Lake Tahoe Fire Protection District for a total first-year cost not to exceed \$11,340. *Ryan Sommers, North Lake Tahoe Fire Protection District*
13. **INTRADO CHANGE ORDER FOR POWER911 WORKSTATIONS and BANDWIDTH** [For Possible action] – A review, discussion, and possible action to make a recommendation to the Board of County Commissioners to approve a Change Order to the Intrado Service Order to add three Power911 Workstations (\$3,075/month) and additional A911 network bandwidth (\$2,000/month) for a total annual cost not to exceed [\$60,900]. *Sara Skroch, City of Reno*
14. **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. *Requested by the City of Sparks*
15. **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. *Quinn Korbolic, Washoe County Technology Services*
16. **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 March 16, 2023, 1:30 p.m.
17. **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.
18. **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)

**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.

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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 above link 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 January 18, 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.