

# 911 Emergency Response Advisory Committee

## Notice of Meeting and Agenda

**Thursday, January 18, 2024**

**1:30 p.m.**

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

### MEMBERS

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

**Teleconference participation options provided below.**

**This meeting will be held at the physical location above and by teleconference via this [Teams Meeting link](#) (Meeting ID: 277 770 266 983; Passcode: N952BG), or by calling 775-325-0620 using Conference ID: 901 515 359#. 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](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]. *Jennifer Gustafson, Deputy District Attorney*
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] - Election of Chair and Vice-Chair from among 911 Committee membership.
  - a. Chair (City of Sparks)
  - b. Vice-Chair (City of Reno)
5. **APPROVAL OF NOVEMBER 30, 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 review of the current Financial Summary. *Sara DeLozier, Washoe County Technology Services*



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7. **FISCAL YEAR 2024/2025 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 2024/2025 E911 budget; discussion to include a review of budget reduction options related to possible reduced reimbursements for body-worn and in-vehicle cameras for regional law enforcement. *Quinn Korbulic, Washoe County Technology Services*
8. **REQUEST FOR RENO, SPARKS, WASHOE COUNTY – FY24 AGENCY SALARIES FOR GIS DATABASE UPDATE AND MAINTENANCE** [For Possible Action] – A review, discussion and possible action to approve, deny or otherwise modify requests for reimbursement or to provide funding for the staff salaries at the City of Reno, City of Sparks, and Washoe County supporting E911 GIS Database update and maintenance services and supporting Computer Aided Dispatch (CAD) system and database administration for Fiscal Year 2023/2024: City of Reno, 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$375,000); City of Sparks, 1 FTE GIS Database position and 0.5 FTE CAD System Administrator position (\$215,000); and Washoe County, 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$375,000); for a total not to exceed (\$965,000). And if approved, forward such recommendation to the Board of County Commissioners. *Quinn Korbulic, Washoe County Technology Services*
9. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS – AXON YEAR FOUR CONTRACT FOR AXON BODY WORN CAMERA AND FLEET CAMERA CONTRACT AND NETWORK FIBER** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the City of Sparks for: (a) FY24 Axon Body worn Camera and Fleet Camera Contract, year four (NTE \$150,421.73); and (b) FY24 dedicated internet service provided by Charter/Spectrum in support of the body worn camera program (NTE \$25,266.80); for a total request not to exceed \$175,688.53. And if approved, forward such recommendation to the Board of County Commissioners. *Tara Edmonson, City of Sparks Police Department*
10. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY TECHNOLOGY SERVICES – FY24 BODY WORN CAMERA FIBER LINES** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the fiber line connections supporting the body worn camera docking stations for the Washoe County Sheriff's Office and Department of Alternative Sentencing's body worn camera program, for an amount not to exceed \$83,190.65 (FY24); and if approved, forward such recommendation to the Board of County Commissioners. *James Wood, Washoe County Technology Services*
11. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS PUBLIC SAFETY ANSWERING POINT (PSAP) – FY24 NENA & APCO MEMBERSHIPS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the City of Sparks for the costs associated with the purchase of the 2024 annual National Emergency Number Association (NENA) and Association of Public-Safety Communications Officials (APCO) group memberships for a total not to exceed \$3,388.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks Police Department*

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12. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS – FY24 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 costs associated with the FY24 contract for First Due fire response software that will provide CAD data and routing to responding resources, pre-incident planning and high-risk occupant-related data management for the City of Sparks Fire Department for a total second-year cost not to exceed \$26,250; and if approved, forward such recommendation to the Board of County Commissioners. *Kevin Jakubos, City of Sparks Fire Department*
13. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS 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 ten Harris Symphony Nano radio console speakers; ten Plantronics mute switches; and five extra-long wire headphones for an amount not to exceed \$2,624.05; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Sheppard, City of Sparks Police Department*
14. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – 2024 NENA STANDARDS & BEST PRACTICES CONFERENCE** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the 2024 National Emergency Number Association (NENA) NG911 Standards & Best Practices Conference, currently scheduled to be held January 14-19, 2024, in Clearwater, Florida, for two attendees, for an amount not to exceed \$8,000.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Sheppard, City of Sparks Police Department*
15. **REQUEST FOR REIMBURSEMENT FOR THE WASHOE COUNTY SHERIFF'S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – 2024 NENA 9-1-1 GOES TO WASHINGTON CONFERENCE** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the 2024 National Emergency Number Association (NENA) 9-1-1 Goes to Washington Conference, currently scheduled to be held February 25-28, 2024, in Arlington, Virginia, for two attendees, for an amount not to exceed \$8,820.00; and if approved, forward such recommendation to the Board of County Commissioners. *Joanna Jenkins, Washoe County Sheriff's Office*
16. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – BLS and IAED EMD/EPD/EPD TRAINING AND CERTIFICATIONS** [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) certifications and related CPR/Basic Life Saving (BLS) courses and certifications, for six new employees, as specified below. And for the requests approved, forward such recommendation to the Board of County Commissioners. *Jennifer Delano, Washoe County Sheriff's Office*
  - a. International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatch (EMD), Emergency Police Dispatch (EPD) and Emergency Fire Dispatch (EFD) recertifications for six employees for a total amount not to exceed \$7,650.00.

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- b. CPR/Basic Life Saving (BLS) courses and certifications for six new employees for a total amount not to exceed \$204.00.
17. **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 implementation and current project activities. *Quinn Korbolic, Washoe County Technology Services*
18. **UPDATE OF 911 EMERGENCY RESPONSE ADVISORY COMMITTEE BYLAWS AND GENERAL PROVISIONS** [For Possible Action] – A review, discussion and possible action to update the 2020 911 Emergency Response Advisory Committee’s Bylaws and General Provisions to ensure compliance with state law changes and current Committee policies and standard practices. *Jennifer Gustafson, Deputy District Attorney*
19. **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 21, 2024, at 1:30 p.m.
20. **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.
21. **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 Neville, [sneville@washoecounty.gov](mailto:sneville@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. 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

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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 17, 2024, 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 Washoe County Technology Services, 775-328-2350, at least 48 hours before the meeting.