

# 911 Emergency Response Advisory Committee

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

**Thursday, November 30, 2023**

**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 Matijevech, 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 1:30 p.m.

**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 Matijevech	Washoe County (At-Large)
Lisa Rose-Brown	City of Sparks (Police)

**ABSENT**

Doug Campbell	City of Sparks (Municipal Court)
Cody Shadle	City of Reno (Municipal Court)
Christopher Szabo	Washoe County School District (Non-voting)

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

Washoe County Deputy District Attorney Jen Gustafson provided the instructions for providing public comment via Teams and telephone.



## 911 Emergency Response Advisory Committee

\*\*Draft Meeting Minutes\*\*

November 30, 2023

Page 2 of 6

Committee members and members of the public may attend this meeting by teleconference via this Teams Meeting link Meeting ID: 212 505 801 646; Passcode: iCts5c), or by calling 775-325-0620 using Conference ID: 767 504 03#. 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 dial 775-325-0620, enter conference ID: 693 690 537#, and 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. APPROVAL OF SEPTEMBER 21, 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 September 21, 2023, minutes, as written. Chris Ketring, Truckee Meadows Fire Protection District, provided the second. There was no response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

- 5. FINANCIAL SUMMARY & REVIEW OF FISCAL YEAR 2022-2023 REVENUE AND EXPENSES** [Non-action item] – A presentation of revenue and expenses from fiscal year 2022-2023 including but not limited to projections of revenue, 911 Fund balance, and historical expense accounting; and the current Financial Summary of the 911 Fund in fiscal year 2023-2024. *Quinn Korbolic & Sara DeLozier, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, reviewed the [presentation](#) for this item providing an overview of past and expected revenue and expenses, and the impact to the fund balance. He asked that any new items planned for FY25-FY27 be shared so they can be included in the updated projections. He highlighted the Intrado contract, Axon Camera contracts and fire station alerting to be the largest components of current expenditures, and the money being set aside for the CAD project. Current projections include continuing to reimburse the Axon contracts for 100 percent of the allowable expenses. There was discussion of the rebound to travel and training expenses post-COVID as well as spending for new conferences and trainings. Although the Reno Public Safety Center is not currently moving forward as planned, that budget remains available. Phone lines have increased over time while trunk lines have decreased; revenue is expected to follow population growth. FY22 projections were considerably higher than actuals allowing the fund balance to remain positive.

Jenn Felter, Chair, Washoe County, asked if there was a need for the agencies to budget for a reduction in Axon contract reimbursement; if there was going to be a need to taper those over time. Mr. Korbolic shared that absent any new large expenditures, the fund should be able to continue full reimbursement of the existing Axon contracts. He noted that there is a need to maintain a fund balance between one and five million dollars so it may be helpful to target Axon

## 911 Emergency Response Advisory Committee

\*\*Draft Meeting Minutes\*\*

November 30, 2023

Page 3 of 6

reimbursement requests later in each fiscal year. Chair Felter shared Washoe County and the City of Reno were in discussions concerning renovation/expansion of the existing Dispatch Centers. JW Hodge, City of Reno, shared space and workstations are a limiting factor in expanding personnel to accommodate the number of calls being managed. Member Hodge inquired as to the results of a March 2023 letter from the City of Sparks to the other agencies requesting a legal review and direction. DDA Gustafson shared she hadn't been asked to provide a review.

Stu Cronin, Galena Group, reminded the Committee of the Federal Communications Commission (FCC) report published recently identifying Nevada as a state diverting or transferring 911 funds and suggested it may be helpful to develop a plan showing a diminished contribution to help appease that finding.

- 6. REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY ANSWERING POINT (PSAP) – PRO-QA SOFTWARE LICENSES** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the cost associated with Priority Dispatch Pro-QA Emergency Service Plan (ESP) and Q Plus for Emergency Medical Dispatch (EMD). And for the requests approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*
- a. Priority Dispatch Pro-QA Emergency Service Plan (ESP) for an FY24 amount not to exceed \$22,500.00 (reoccurring annual expense).
  - b. Priority Dispatch Pro-QA Q Plus for Emergency Medical Dispatch (EMD) for an FY25 amount not to exceed \$20,800.00 (reoccurring annual expense).

There was no committee discussion or response to the call for public comment. Lisa Rose-Brown, 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. Cadence Matijevich, Washoe County, provided the second. Upon the call for a vote, the motion carried unanimously.

- 7. 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 \$123,699.16; and if approved, forward such recommendation to the Board of County Commissioners. *Andy Ancho, City of Reno*

Andrew Ancho, City of Reno, shared the request was for the project actuals beyond the original Committee approval [September 2021, not to exceed \$1,099,712.34]. Chris Ketring, Truckee Meadows Fire Protection District, asked for details of the new expenses to ascertain if the other agencies also would need to anticipate the same. There was discussion of the costs needing to be split out from the original contracts with Purvis to have PowerComm separate due to Nevada contractor licensing; the additional costs were mostly related to installation but not attributable to any one impact.

There was no further 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 Dispatch-Fire Station Alerting System software, hardware, and installation, for an amount not to exceed \$123,699.16; and if approved, forward such recommendation to the Board of County

## 911 Emergency Response Advisory Committee

\*\*Draft Meeting Minutes\*\*

November 30, 2023

Page 4 of 6

Commissioners. Chris Ketring, Truckee Meadows Fire Protection District, 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) – 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 12 International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatcher (EFD) certifications for an amount not to exceed \$1,085.00; 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. Cadence Matijevich, Washoe County, moved to approve the request to reimburse the costs associated with the purchase of 12 International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatcher (EFD) certifications for an amount not to exceed \$1,085.00; and if approved, 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.

9. **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 \$447.03; 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. Lisa Rose-Brown, City of Sparks, 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 \$447.03; and if approved, forward such recommendation to the Board of County Commissioners. Kevin Jakobos, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

10. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EMD/EPD/EFD TRAINING AND RECERTIFICATIONS** [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 7 International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatch (EMD), Emergency Police Dispatch (EPD) and Emergency Fire Dispatch (EFD) recertifications for a total amount not to exceed \$510.00; 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. Lisa Rose-Brown, City of Sparks, moved to approve the request to reimburse the costs associated with the purchase of 7 International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatch (EMD), Emergency Police Dispatch (EPD) and Emergency Fire Dispatch (EFD) recertifications for a total amount not to exceed \$510.00; and if approved, forward such recommendation to the Board of County Commissioners. Chris Ketring, Truckee Meadows Fire Protection District, provided the second. Upon the call for a vote, the motion carried unanimously.

## 911 Emergency Response Advisory Committee

\*\*Draft Meeting Minutes\*\*

November 30, 2023

Page 5 of 6

11. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – NENA & APCO MEMBERSHIPS** [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 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. *Karinah Prevost, Washoe County Sheriff's Office*

There was no committee discussion or response to the call for public comment. Lisa Rose-Brown, City of Sparks, moved to approve the request to reimburse 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. Lisa Rose-Brown, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

12. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE – AXON BODY WORN CAMERA AND FLEET CONTRACTS (AUGUST 2022 ADDITIONS)** [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 FY24 Axon contract expenses for fifteen body worn cameras and four vehicle fleet kits, for an amount not to exceed \$36,372.73; and if approved, forward such recommendation to the Board of County Commissioners. *Darrin Rice, Washoe County Sheriff's Office*

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 FY24 Axon contract expenses for fifteen body worn cameras and four vehicle fleet kits, for an amount not to exceed \$36,372.73; and if approved, forward such recommendation to the Board of County Commissioners. Chris Ketring, Truckee Meadows Fire Protection District,, provided the second. Upon the call for a vote, the motion carried unanimously.

13. **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 Korbulic, Washoe County Technology Services*

Quinn Korbulic, Washoe County Technology Services, shared the Kick-off meeting was scheduled for November 16. Focus would first be on technology infrastructure, configuration, interface setups, and getting non-disclosure agreements in place.

14. **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 January 18, 2024, at 1:30 p.m.

- Review of Committee Bylaws were requested to be included on the next agenda.

Kevin Jakubos, City of Sparks, shared they had started to receive the hardware for the Purvis fire station alerting and installation was expected to begin after the first of the year.

## *911 Emergency Response Advisory Committee*

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

November 30, 2023

Page 6 of 6

Quinn Korbolic, Washoe County Technology Services, requested agencies submit any new or updated amounts for FY25 expenditures.

In response to a question about legal opinions being sought, DDA Gustafson indicated a request for a legal opinion would need to be submitted to the District Attorney's Office from Washoe County; it would not be from the Committee unless it was directly related to something the Committee was doing in its function.

- 15. 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.

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

The meeting adjourned at 2:30 p.m.

Draft