

# 911 Emergency Response Advisory Committee

Meeting Minutes  
**Thursday, March 21, 2024**  
**1:30 p.m.**

**Regional Emergency Operations Center**  
**5195 Spectrum Blvd., Reno, Nevada, 89512**

## MEMBERS

Lisa Rose-Brown, City of Sparks, Chair  
Cody Shadle, City of Reno, Vice-Chair  
Andrew Ancho, City of Reno  
Tara Edmonson, City of Sparks  
Jennifer Felter, Washoe County  
JW Hodge, City of Reno  
Kevin Jakubos, City of Sparks  
Chris Ketring, Washoe County  
Cadence Matijevich, Washoe County  
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 1:40 p.m.

#### **PRESENT**

Andrew Ancho	City of Reno (At-Large)
Tara Edmonson	City of Sparks (Municipal Court)
Jennifer Felter	Washoe County (Sheriff)
Kevin Jakubos	City of Sparks (At-Large)
Chris Ketring	Washoe County (At-Large)
Cadence Matijevich	Washoe County (At-Large)
Lisa Rose-Brown	City of Sparks (Police)
Cody Shadle	City of Reno (Municipal Court)

#### **ABSENT**

J.W. Hodge	City of Reno (Police)
Christopher Szabo	Washoe County School District (Non-voting)

Herb Kaplan, Deputy District Attorney, Washoe County Deputy District Attorney's Office, was in attendance.

At the request of the City of Reno Item 11 of this agenda was removed from consideration as part of this agenda.

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## 2. **INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT VIA TEAMS/TELEPHONE** [Non-action item]. *Herb Kaplan, Deputy District Attorney*

Washoe County Deputy District Attorney Herb Kaplan provided the instructions for providing public comment: This meeting is being held at and physical location with a teleconference option. 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 utilizing (Meeting ID: 274 640 079 406; Passcode: 3SyfBP, or by calling 775-325-0620 using Conference ID: 997 087 43#. 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. **APPROVAL OF JANUARY 18, 2024, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Cody Shadle, City of Reno, moved to approve the January 18, 2024, minutes, as written. Jenn Felter, Washoe County, 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** [Non-action item] – A review of the current Financial Summary. *Sara DeLozier, Washoe County Technology Services*

Sara DeLozier, Washoe County Technology Services, shared that the surcharge revenue continues to come in higher than budgeted due to the surcharge increase. She requested any FY23 or FY24 items that were budgeted but not yet requested be submitted. With the increased revenue and outstanding requests, it's a bit uncertain how close to the fund maximum the actuals will be. Agencies with outstanding items had been contacted and a list of those items would also be provided.

## 6. **Consent Items [For Possible Action]**

### a. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH HEADSETS and AMPLIFIER** [For Possible Action] – A review, discussion, and possible action to approve, deny, or

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otherwise modify a request to reimburse the costs associated with the purchase of six HW540 Encorepro Convertible Headsets (\$508.92) and one SHS1926 Inline Amplifier (\$123.59), for a total amount not to exceed \$632.51; and if approved, forward such recommendation to the Board of County Commissioners. *Sara Skroch, City of Reno*

- b. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – NENA GROUP MEMBERSHIP** [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 the 2024 annual National Emergency Number Association (NENA) group membership, for an amount not to exceed \$3,100.00; and if approved, forward such recommendation to the Board of County Commissioners. *Sara Skroch, City of Reno*
- c. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – NENA CENTER TRAINING OFFICER TRAINING** [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 National Emergency Number Association (NENA) Center Training Officer training for seven staff members, for an amount not to exceed \$3,115.00; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*
- d. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH 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, which was held February 25-28, 2024, in Arlington, Virginia, for one attendee, for an amount not to exceed \$3,900.00; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*
- e. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – NAVIGATOR 2024 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 two attendees to the Navigator 2024 Conference, currently scheduled, but subject to change, in National Harbor, Maryland, on April 11-19, 2024, for an amount not to exceed \$5,500.00; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*
- f. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – CAD COMPUTERS** [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 thirteen replacement Computer Aided Dispatch (CAD) personal computers, for an amount not to exceed \$38,950.47; and if approved, forward such recommendation to the Board of County Commissioners. *Sara Skroch, City of Reno*

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- g. REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EFD TRAINING AND CERTIFICATIONS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify requests to reimburse the costs associated with the purchase of International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatch (EFD) certifications for two employees for an amount not to exceed \$850.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*
- h. REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – PRO-QA EMERGENCY FIRE DISPATCH (EFD)** [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 renewal of the Priority Dispatch Pro-QA Emergency Fire Dispatch software licensing, in an amount not to exceed \$15,000.00; 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. Jenn Felter, Washoe County, moved to approve reimbursement of the cost associated with Consent Agenda Items 6a through 6h; 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 Consent Items

- 7. REQUEST FOR RENO, SPARKS, WASHOE COUNTY – FY24 AGENCY SALARIES FOR GIS DATABASE UPDATE AND MAINTENANCE (continued from the January 18, 2024, agenda)** [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 Korbolic, Washoe County Technology Services*

There was no committee discussion or response to the call for public comment. Tara Edmonson, City of Sparks, moved to approve reimbursement or 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

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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. Jenn Felter, Washoe County, provided the second. Upon the call for a vote, the motion carried unanimously.

8. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE – AXON BODY WORN CAMERA AND FLEET CONTRACTS** [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 FY24 Axon contract expenses (Contract 1 (February 2022): \$898,420.45 and Contract 2 (August 2022 Additions): \$65,008.01) for a total not to exceed \$963,428.46. And if approved, forward such recommendation to the Board of County Commissioners. *Darrin Rice, Washoe County Sheriff's Office*

It was clarified that both requests were for the third year of each respective contract. 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 with FY24 Axon contract expenses (Contract 1 (February 2022): \$898,420.45 and Contract 2 (August 2022 Additions): \$65,008.01) for a total not to exceed \$963,428.46; 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.

9. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY GEOGRAPHIC INFORMATION SYSTEM DATA TO SUPPORT UNIFIED COMPUTER AIDED DISPATCH SYSTEM** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse Washoe County for the costs associated with Geographic Information Systems Data to support street network routing in the Unified Computer Aided Dispatch system, for a cost not to exceed \$25,000; and if approved forward such recommendation to the Board of County Commissioners. *Quinn Korbulic, Washoe County Technology Services.*

Quinn Korbulic, Washoe County Technology Services, shared this was a new request to provide street map data for the new CAD system as a tool to support routing and dispatching. Current licensing will need to be updated once in the production phase.

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 Geographic Information Systems Data to support street network routing in the Unified Computer Aided Dispatch system, for a cost not to exceed \$25,000; 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.

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- 10. REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – PELICAN PROTECTOR CASES** [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 five Pelican Protector cases to hold emergency backup radio and CAD laptops, in an amount not to exceed \$1,820.75; 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 five Pelican Protector cases to hold emergency backup radio and CAD laptops, in an amount not to exceed \$1,820.75; and, if approved, forward such recommendation to the Board of County Commissioners. Tara Edmonson, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

- 11. REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO POLICE DEPARTMENT – AXON FLEET CONTRACT** [For Possible Action] – A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with the City of Reno's FY24 Axon contract for the agency's fleet cameras in an amount not to exceed \$227,136.00; and if approved, forward such recommendation to the Board of County Commissioners. *Rob Larson, City of Reno*

This item was removed from this agenda; no action was taken.

- 12. REQUEST FOR REIMBURSEMENT FOR TRUCKEE MEADOWS FIRE PROTECTION DISTRICT – 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 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 \$25,963.88; and if approved, forward such recommendation to the Board of County Commissioners. *Dale Way, Truckee Meadows Fire Protection District*

It was noted that this item is one that has been approved before and was missed as a Consent Item. There was no committee discussion or response to the call for public comment. Jenn Felter, Washoe County, moved to approve the request to reimburse the FY24 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 \$25,963.88; 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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- 13. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – PRIORITY DISPATCH AI SkillLab AND Q PLUS** [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 first-year costs associated with the purchase of Priority Dispatch's AI SkillLab (\$5,000.00) and Q Plus for Emergency Medical Dispatch (EMD) and Emergency Fire Dispatch (EFD) (\$24,453.00) for a total cost for both products not to exceed \$29,453.00; and for the requests approved, forward such recommendation to the Board of County Commissioners. *Joanna Jenkins, Washoe County Sheriff's Office*

There was no committee discussion or response to the call for public comment. Jenn Felter, Washoe County, moved to approve the request to reimburse the FY24 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 \$25,963.88; 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.

- 14. 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*

Cody Shadle, City of Reno, shared workshops were underway in the building phase for the products; the GIS teams had met to discuss foundations, framework and data management strategies. Progress was on track for a September 2025 go-live. Next teams will focus on interface development and options for regional response. Unanticipated costs relating to interface development have surfaced; a change order to address those and increased interest in the mobile responder feature was forthcoming. All the new related committees have met, the FY25 budget has been approved and next focus would be on development of an operations manual.

- 15. UPDATE OF 911 EMERGENCY RESPONSE ADVISORY COMMITTEE BYLAWS AND GENERAL PROVISIONS (continued from the January 18, 2024 agenda)** [For Possible Action] – A review, discussion and possible action to enact the 2024 911 Emergency Response Advisory Committee's Bylaws and General Provisions to ensure compliance with state law changes and current Committee policies and standard practices. Updates have been made to reflect the Committee's feedback from the January 18, 2024, meeting. The Committee may either: (1) request further amendments and continue the item to the next meeting; (2) request further amendments and adopt the amended document with those specific further amendments; or (3) adopt the amended document as presented. *Jennifer Gustafson, Deputy District Attorney*

The updated Bylaws weren't posted prior to the meeting. Item 15 was continued to the next meeting in order to allow time for the information to be shared and reviewed.

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**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 May 16, 2024, at 1:30 p.m.

- Budget update to include information on \$5 million fund maximum.

**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.

There was no response to the call for public comment.

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

The meeting adjourned at 2:11 p.m.

Approved as written in session May 16, 2024.