

911 Emergency Response Advisory Committee

****Draft Meeting Minutes****

Thursday, May 16, 2024

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, 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
Chelsey Nahouraii,
Washoe County School District

This meeting was held at a 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 1:40 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)
Lisa Rose-Brown	City of Sparks (Police)
Cody Shadle	City of Reno (Municipal Court)

ABSENT

J.W. Hodge	City of Reno (Police)
Cadence Matijevich	Washoe County (At-Large)
Chelsey Nahouraii	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]. Jennifer Gustafson, Deputy District Attorney

Washoe County Deputy District Attorney Jennifer Gustafson 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: 260 656 186 11; Passcode: reajLf, or by calling 775-325-0620 using Conference ID: 591 093 012#. 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.

Tawanna Wade-Gerchman, State 911 Coordinator, shared her interest in becoming more engaged with the agencies and the Committee activities in her new role; she encouraged all agencies to complete the annual report. There was no further response to the call for public comment.

4. **APPROVAL OF MARCH 21, 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 March 21, 2024, minutes, as written. Chris Ketring, 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 and review of reimbursement process. *Sara DeLozier, Washoe County Technology Services*

Sara DeLozier, Washoe County Technology Services, shared the Financial Summary recognizing Kari Estrada and Janet Tennant for their work to revive the written summary. She reviewed the beginning fund balance, expected revenue and anticipated expenses/reimbursements before the end of the fiscal year. She acknowledged the pain point with the way travel reimbursements are managed noting the process seemed to have been developed in an effort to keep the reimbursements consistent amongst the agencies. It is expected to stay below the five million dollar threshold.

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

- a. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO – FY23 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 FY23 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 Reno Fire Department for a total cost not to exceed \$38,000; and if approved, forward such recommendation to the Board of County Commissioners. *Andy Ancho, City of Reno Fire Department*

- b. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – 2024 NENA 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) Conference, currently scheduled, but subject to change,

June 28-July 3, 2024, in Orlando, Florida, for two attendees, for an amount not to exceed \$5,900.00; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

- c. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EFD AND EFD-Q 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) training and recertification for one employee and IAED EFD-Q recertifications for two employees for an amount not to exceed \$590.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*
- d. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – PRO-QA DISPATCH QUALITY PERFORMANCE REVIEW** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with FY24 Priority Dispatch Pro-QA Quality Performance Review Service Q Plus for Emergency Fire Dispatch (EFD), in an amount not to exceed \$16,872.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*
- e. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – CAD LAPTOPS** [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 Computer Aided Dispatch (CAD) laptops, for an amount not to exceed \$17,000.00; and if approved, forward such recommendation to the Board of County Commissioners. *Lisa Rose-Brown, City of Sparks*
- f. **REQUEST FOR REIMBURSEMENT FOR TRUCKEE MEADOWS FIRE PROTECTION DISTRICT – ProQA 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 purchase of the system license renewal services and support of Pro-QA Priority Dispatch Fire Software licensing for FY24 Emergency Fire Dispatch (EFD), for an amount not to exceed \$15,000.00; and if approved, forward such recommendation to the Board of County Commissioners. *Charles Moore, Truckee Meadows Fire Protection District*
- g. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – BLS and IAED EMD/EPD/EFD 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*

- i. 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.
 - ii. CPR/Basic Life Saving (BLS) courses and certifications for six new employees for a total amount not to exceed \$216.00.
- h. 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 \$36,732.73; and if approved, forward such recommendation to the Board of County Commissioners. This item, if approved, will replace the November 30, 2023, Item 12 approval for \$36,372.73. *Darrin Rice, Washoe County Sheriff's Office*

Item 6i was pulled from the Consent Agenda for discussion. Discussion of Item 6b of this agenda was delayed to allow for additional information to be provided to the Committee members and attendees.

There was no committee discussion or response to the call for public comment. Cody Shadle, City of Reno, moved to approve reimbursement of the cost associated with Consent Agenda Items 6a, 6c through 6h; 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.

- i. **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 approve, deny, or otherwise modify a request to reimburse the costs associated with the FY24 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 not to exceed \$9,807.00; and if approved, forward such recommendation to the Board of County Commissioners. *Ryan Sommers, North Lake Tahoe Fire Protection District*

Jenn Felter, Washoe County, asked if an itemized cost per component could be provided. She referenced the FY23 approval and suggested a reduction of \$3,000 for the FY24 approval amount. There was discussion of the components appropriate for reimbursement. Ryan Sommers, North Lake Tahoe Fire Protection District Fire Chief, indicated he could resubmit the item with the cost breakdown and would be in agreement with partial reimbursement. No action was taken; the item was requested to be continued to the next agenda.

End of Consent Items

7. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO POLICE DEPARTMENT – FY24 AXON FLEET AND BODYWORN CAMERA 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 and body worn camera programs in an amount not to exceed \$528,864.41; and if approved, forward such recommendation to the Board of County Commissioners. *Robert Larson, City of Reno*

It was noted the FY23 contract had not yet been submitted for reimbursement. 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 costs associated with the City of Reno’s FY24 Axon contract for the agency’s fleet and body worn camera programs in an amount not to exceed \$528,864.41; 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.

8. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED PROTOCOL PILOT GUIDES** [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 15 International Academies of Emergency Dispatch (IAED) Priority Dispatch Emergency Fire Dispatch (EFD) protocol Pilot Guides (Spiral flip cards), in an amount not to exceed \$2,995.00; 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. Cody Shadle, City of Reno, moved to approve the request to reimburse the costs associated with the purchase of 15 International Academies of Emergency Dispatch (IAED) Priority Dispatch Emergency Fire Dispatch (EFD) protocol Pilot Guides (Spiral flip cards), in an amount not to exceed \$2,995.00; 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.

9. **REQUEST FOR REIMBURSEMENT FOR TRUCKEE MEADOWS FIRE PROTECTION DISTRICT – CENTRAL SQUARE FOR 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 the purchase project management licensing and interfacing fees performed by Central Square to ensure the interoperability between the Purvis system and Computer Aided Dispatch system, for a first year amount not to exceed \$3,280.00; and if approved, forward such recommendation to the Board of County Commissioners. *Charles Moore, Truckee Meadows Fire Protection District*

Chris Ketring, Washoe County, shared that this was an unforeseen cost for the fire station alerting to provided integration with the computer-aided dispatch (CAD) system. Kevin Jakubos, City of Sparks, indicated his agency had also encountered this expense and would be seeking reimbursement. 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 the purchase project management licensing and interfacing fees performed by Central Square to ensure the interoperability between the Purvis system and Computer Aided Dispatch system, for a first year amount not to exceed \$3,280.00; 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.

10. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY REGIONAL COMMUNICATION SYSTEM MICROWAVE LINK CONNECTIVITY TO PUBLIC SAFETY ANSWERING POINTS (PSAPs)** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify requests to reimburse Washoe County’s Nevada Shared Radio System Project fund for microwave equipment, installation and implementation services for microwave links that connect directly to regional Public Safety Answering Points (PSAPs) including links from and to Sparks Dispatch, Regional Dispatch on Spectrum Blvd., and Edison Way, and mountain top radio sites connected directly to PSAPs at Peavine Mountain, Red Peak, Ophir Peak, and Slide Mountain; for a total reimbursement not to exceed \$606,143.10; and if approved, forward such recommendation to the Board of County Commissioners. *Quinn Korbulic, Washoe County Technology Services*

Quinn Korbulic, Washoe County Technology Services, acknowledged added supporting documents the morning of the meeting and that action on this item today wasn’t expected. He reviewed the staff report and presentation for this item noting only the portion of the system cost for the microwave links that are directly connected to the public safety answering points (PSAPs) is being requested. He reviewed the cost breakdown per site used to determine the amount for the request; invoices are structured by milestones so don’t directly correlate. Melissa Lawney, Washoe County Technology Services, reviewed the importance of the links to provide communication between the PSAPs and the responders in the field. Without these, dispatch centers would need to use handheld radios to communicate. She provided examples of past incidents when connectivity has been lost and the need to have system redundancy. In response to questions about construction progress, Ms. Lawney shared it was the third year of microwave deployment with possibly two more summers to complete; four sites are not yet constructed (Yellow Peak, Smokey Quartz, Seven Lakes, and Ashfields). The requested items are sites that are complete except for Red Peak.

Cody Shadle, City of Reno, asked if these expenses had been planned for in the Five-Year Master Plan. Ms. Lawney indicated it was a recommendation from discussions with the Federal Communications Commission (FCC) to consider utilizing 911 funds for this purpose; there are examples of other communities utilizing funds providing some indication it’s an acceptable use. There was discussion of the entities that may have the ability to use this system and concern shared that private agencies may benefit rather than just public safety. It was clarified that NV Energy would have its own system and does have a waiver from the FCC to utilize the public safety frequencies. Additional concerns were raised about the travel expenses. Washoe County Regional Communication System (WCRCS) project costs are distributed and shared with the partner agencies based on radio usage on the system. There was a request for a percentage breakdown of the agencies on the system to ensure transparency and the proper use of the fund. The local system provides coverage regionally and connects with partner agencies NV Energy and the State of Nevada to for state-wide coverage and interoperability. There was no further discussion. No action was taken on this item. It was requested to be continued to the next agenda.

NSRS Microwave System Reimbursement

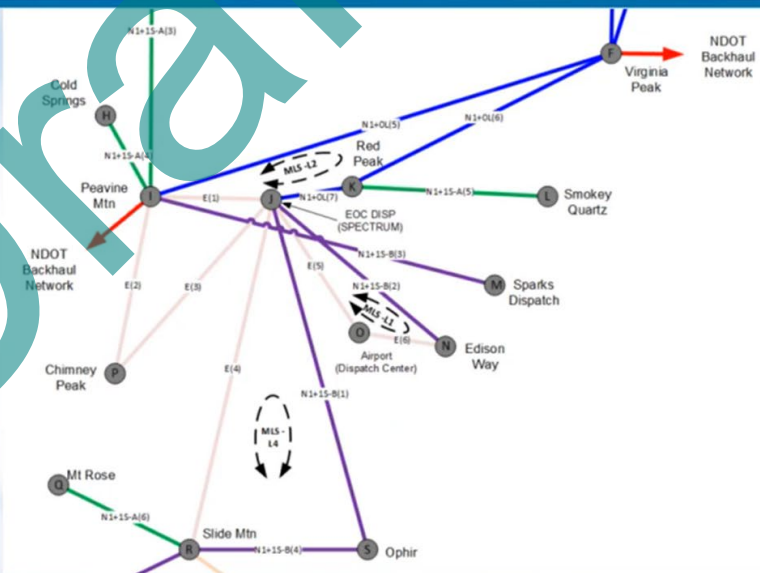


- The NSRS Microwave System is a critical component for delivering communications, originating from a 911 call, to Emergency Responders.
- Washoe County is replacing the existing Washoe County Regional Communication System Microwave links with updated links to prepare for the new P25 Radio system.
 - The cost of the entire Microwave System in Washoe County is \$2,397,740.
 - Washoe County is asking for \$606,143.10 as reimbursement for Microwave links that are directly connected to PSAPs.

NSRS Microwave System Reimbursement



- Microwave Links to PSAPs enable PSAP communications with the entire statewide radio system.



NSRS Microwave System Reimbursement									
Microwave Design & Installation	Locations/Equipment								Grand Total
	Edison Way	Ophir Peak	Peavine Mtn	Red Peak	Slide Mtn	Sparks Dispatch	Spectrum	Spare Microwave Equipment	
Radio Equipment	\$21,395.57	\$33,920.15	\$49,054.33	\$33,123.51	\$45,679.37	\$21,395.57	\$41,192.75	\$48,484.40	\$294,245.62
Antennas	\$3,871.64	\$17,674.96	\$39,629.61	\$22,356.82	\$24,119.99	\$4,167.68	\$20,565.05	\$28,398.21	\$160,783.97
Add'l Mtrl Discount	(\$3,500.00)	(\$3,500.00)	(\$3,500.00)	(\$3,500.00)	(\$3,500.00)	(\$3,500.00)	(\$3,500.00)	(\$3,500.00)	(\$28,000.00)
Material Sale Price	\$27,209.00	\$60,118.88	\$106,479.92	\$64,975.41	\$82,874.20	\$27,579.06	\$72,822.24	\$91,728.26	\$533,786.98
Material Variance	(\$985.63)	\$3,394.31	\$2,813.71	\$3,266.08	(\$2,529.46)	(\$1,043.10)	\$1,464.81	\$44,929.01	\$51,309.73
Engineering & PM Svc	\$7,520.00	\$18,461.95	\$7,520.00	\$7,520.00	\$7,520.00	\$7,520.00	\$7,520.00	\$0.00	\$63,581.95
Installation Svc	\$39,630.25	\$39,630.25	\$78,019.35	\$30,000.00	\$39,630.25	\$27,594.82	\$39,630.25		\$294,135.17
Services Sale Price	\$62,238.33	\$76,681.70	\$112,911.94	\$49,526.40	\$62,238.33	\$46,351.56	\$62,238.33	\$0.00	\$472,186.60
Services Variance	\$14,467.44	\$23,705.07	\$25,532.08	(\$14,211.48)	(\$9,355.01)	(\$1,625.70)	(\$11,960.62)	(\$19,958.68)	\$6,593.10
Total	\$89,447.33	\$136,800.59	\$219,391.86	\$114,501.81	\$145,112.53	\$73,930.62	\$135,060.57	\$91,728.26	\$1,005,973.57
911 Reimbursement	1 microwave link	1 out of 2 microwave links	2 out of 6 microwave links	1 out of 3 microwave links	1 out of 4 microwave links	1 microwave link	7 Microwave Links		Total Costs for PSAP Microwave Links
	\$89,447.33	\$68,400.29	\$73,130.62	\$38,167.27	\$36,278.13	\$73,930.62	\$135,060.57	\$91,728.26	\$606,143.10

- 11. **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 it was his understanding implementation was going smoothly and on schedule. Washoe County will be sending out invoices for the shared costs. Cody Shadle, City of Reno, shared the second CAD build was underway with progress on system interfaces and great partner collaboration. September 2025 is still the target go-live date; Hexagon will be in town in August.

[The meeting was in recess 2:37–2:42 p.m. to allow for review of supporting documentation for Item 6b of this agenda.]

- 12. **UPDATE OF 911 EMERGENCY RESPONSE ADVISORY COMMITTEE BYLAWS AND GENERAL PROVISIONS** (continued from the January 18, 2024, and March 21, 2024, agendas) [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*

Jennifer Gustafson, Deputy District Attorney, reviewed the proposed changes to the Bylaws as noted in the [red-line version](#) provided. Chris Ketring, Washoe County, voiced concern with the modification to Article 2F being inconsistently enforced based on the person who is in the Chair position. There was discussion of the process for requestors not fitting the definition of Article VI.A.3 to submit items for the Committee agenda. No additional changes were

requested. There was no further committee discussion or response to the call for public comment. Cody Shadle, City of Reno, moved to approved the updated Bylaws as presented. Kevin Jakubos, City of Sparks provided the second. Upon the call for a vote, the motion carried unanimously. The Chair was requested to sign the updated Bylaws to be posted on the website.

[Item 6b was taken out of order on the agenda to permit time for supporting documents to be distributed and reviewed.]

- 6b. REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – 2024 NENA 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) Conference, currently scheduled, but subject to change, June 28-July 3, 2024, in Orlando, Florida, for two attendees, for an amount not to exceed \$5,900.00; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

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 costs associated with the 2024 National Emergency Number Association (NENA) Conference, currently scheduled, but subject to change, June 28-July 3, 2024, in Orlando, Florida, for two attendees, for an amount not to exceed \$5,900.00; and, if approved, forward such recommendation to the Board of County Commissioners. Chris Ketring, Washoe County, provided the second. Upon the call for a vote, the motion carried unanimously.

- 13. 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 July 18, 2024, at 1:30 p.m.
- Items 6i and 10 of this agenda
- 14. 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.

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

The meeting adjourned at 3:05 p.m.