

# 911 Emergency Response Advisory Committee

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

**Thursday, January 16, 2025**

**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  
Andy Ancho, City of Reno  
Tara Edmonson, City of Sparks  
Jenn Felter, Washoe County  
JW Hodge, City of Reno  
Derek Keller, City of Sparks  
Chris Ketring, Washoe County  
Cadence Matijevich, Washoe County  
Chris Szabo,  
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](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 1:32 p.m.

#### **PRESENT**

Andy Ancho	City of Reno (At-Large)
Tara Edmonson	City of Sparks (Municipal Court)
Jenn Felter	Washoe County (Sheriff)
J.W. Hodge	City of Reno (Police)
Derek Keller	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**

Chris Szabo	Washoe County School District (Non-voting)
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Jen Gustafson, Deputy District Attorney, Washoe County 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: 216 549 967 046; Passcode: HCDzZj), or by calling 775-325-0620 using Conference ID: 147 816 832#.



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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 comments were submitted prior to the meeting.

4. **ELECTION OF OFFICERS** [For Possible Action] - Election of Chair and Vice-Chair from among 911 Committee membership.

a. Chair (City of Reno)

Jenn Felter, Washoe County, nominated and moved to elect Cody Shadle, City of Reno as Chair. Member Shadle accepted the nomination. Lisa Rose-Brown, City of Sparks, seconded the motion. There were no further nominations and no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

b. Vice-Chair (Washoe County)

Cody Shadle, City of Reno, nominated and moved to elect Chris Ketring, Washoe County, as Vice-Chair. Member Ketring accepted the nomination. Jenn Felter, Washoe County, seconded the motion. There were no further nominations and no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

Member Shadle assumed the role of Committee and meeting Chair.

5. **APPROVAL OF NOVEMBER 21, 2024, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Lisa Rose-Brown, City of Sparks, moved to approve the November 21, 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.

6. **FINANCIAL SUMMARY** [Non-action item] – A review of the current Financial Summary and reimbursement processes. *Sara DeLozier, Washoe County Technology Services*

Sara DeLozier, Washoe County Technology Services, reviewed the [Financial Summary](#) ending December 31, 2024, sharing the November approvals had been added with an ending fund balance still expected to be over \$5 million. She noted there would likely be an item in March requesting input on pre FY24 approvals and the reimbursement process. Approximately \$1.8 million is available budget authority for FY25.

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

- a. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY ANSWERING POINT (PSAP) – FY25 RADIO CONSOLE DISPATCH EQUIPMENT** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the cost associated with radio console equipment for a total cost not to exceed \$27,113. And for the requests approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*
- i. 12 480 GB SSD Hard Drives for an amount not to exceed \$16,059 with estimated shipping;
  - ii. 20 6-wire Jackboxes for an amount not to exceed \$4,269 with estimated shipping; and
  - iii. 20 USB Footswitches for an amount not to exceed \$6,785 with estimated shipping.
- b. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EFD CERTIFICATIONS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatch (EFD) certifications for four employees for an amount not to exceed \$1,700; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*
- c. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS – FY25 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 FY25 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*
- d. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH HEADSETS** [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 twelve headsets for a total amount not to exceed \$770.16; and if approved, forward such recommendation to the Board of County Commissioners. *Chelsey Nahouraii, Washoe County Sheriff's Office*

It was clarified that Item 12 of this agenda seemed different than Item 7a and not like something previously heard by the Committee so default to not include it on the Consent Agenda. Also clarified was that Item 7c for First Due request was for the modules previously reimbursed for and consistent with the other agencies (Assets & Inventory module not included).

There was no further committee discussion or response to the call for public comment. Jenn Felter, Washoe County, moved to approve reimbursement of the cost associated with Consent

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Agenda Items 7a-7d; 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

### **End of Consent Items**

8. **FISCAL YEAR 2025/2026 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 2025/2026 E911 budget; discussion may include but not be limited to 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*

Quinn Korbulic, Washoe County Technology Services, reviewed the FY26 proposed budget as provided in the [staff report](#) for this item. Of the proposed \$9.4 million, \$7 million is for known expenditures, including \$1,250,000 for CAD, leaving \$2.4 million (can be increased) for other spending. Revenue is projected to be higher than was budgeted for this year. Ending fund balances anticipate all budget authority is expended which typically doesn't occur. The budget provides for the body camera programs to be fully reimbursed. Further future forecasting includes revenue growth based on population growth and that CAD expenses will be less after implementation. There is concern with building a structural deficit needing to spend more than revenue each year to maintain budget allowances without modifying the surcharge. The Five-year Master Plan update is also on the horizon which will help capture future spending and projects.

There was Committee discussion that changes to jurisdictional budgets may pressure more items to be brought to the Committee for consideration. There was a request to have a policy discussion for body cameras. There was no further Committee discussion and no response to the call for public comment.

Lisa Rose-Brown, City of Sparks, moved to approve the FY26 budget as presented; and if approved, forward such recommendation to the Board of County Commissioners. JW Hodge, City of Reno, 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 \$50,000; 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 provides routing in the CAD system. The previous request for \$25,000 in licensing was expected to cover production and it's been discovered licensing is needed for each of the three redundant servers, bringing the new total to \$75,000. It will be an annual expense. Cody Shadle, City of Reno, added it is an essential need for the region to ensure routing is based on who is closest to the need.

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There was no Committee discussion or response to the call for public comment. JW Hodge, City of Reno, 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 \$50,000; 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 \$397,151.91; and if approved, forward such recommendation to the Board of County Commissioners. *Quinn Korbolic, Melissa Lawney, Washoe County Technology Services*

This item was requested to be continued to the next agenda; no action was taken.

- 11. REQUEST FOR REIMBURSEMENT FOR CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH CONSOLES** [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 and installation of and three-year extended warranty for three replacement Harris Symphony Radio Consoles, for an amount not to exceed \$160,332, and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

The current consoles are out of warranty. There was discussion of the lengthiness for warranty repairs, the challenge of having equipment offline for up to ten months and not being able to get hot-spot consoles in the interim.

There was no further 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 purchase and installation of and three-year extended warranty for three replacement Harris Symphony Radio Consoles, for an amount not to exceed \$160,332; 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.



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- 12. REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – RADIO CONSOLE REPAIRS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify requests to reimburse the costs associated with the replacement of radio components for L3Harris Symphony Radio Consoles, for a total amount not to exceed \$20,000; 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. Lisa Rose-Brown, City of Sparks, moved to approve the request to reimburse the costs associated with the replacement of radio components for L3Harris Symphony Radio Consoles, for a total amount not to exceed \$20,000; 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.

- 13. REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH FIRE STATION ALERTING** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify requests to reimburse the costs associated with Dispatch Fire Station Alerting system software, hardware, and installation for the City of Sparks PSAP, for a total amount not to exceed \$33,898; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*

Connie Shepperd, City of Sparks, shared the dispatch center had only two monitors and if there was a failure it was an issue and caused delays; this expands to include all work stations that dispatch fire.

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 Dispatch Fire Station Alerting system software, hardware, and installation for the City of Sparks PSAP, for a total amount not to exceed \$33,898; 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.

- 14. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED ProQA SPANISH FOR EMD** [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 and implementation of the International Academy of Emergency Dispatching (IAED) ProQA call taking online software additional language United States Spanish (USS) in Emergency Medical Dispatch (EMD) and Emergency Fire Dispatch (EFD) for a total not to exceed \$13,200; and if approved, forward such recommendation to the Board of County Commissioners. *Joanna Jenkins, Washoe County Sheriff's Office*

Jenn Felter, Washoe County, shared the bi-lingual module will be used with Spanish speaking staff and isn't being requested for Emergency Police Dispatch at this time. There was no further 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 and implementation of the International Academy of Emergency

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Dispatching (IAED) ProQA call taking online software additional language United States Spanish (USS) in Emergency Medical Dispatch (EMD) and Emergency Fire Dispatch (EFD) for a total not to exceed \$13,200 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.

- 15. 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 FY25 Axon contract expenses for a total not to exceed \$900,430.98. And if approved, forward such recommendation to the Board of County Commissioners. *Darrin Rice, Washoe County Sheriff's Office*

It was noted that FY25 documentation was added to the website earlier in the day. There was discussion concerning the complexity of the Axon proposals not making it easy to discern what products/line items are for items considered 911 reimbursable. Tara Edmonson, City of Sparks, shared she had recently gone through the renewal process with Axon to separate out the items and expected to bring that forward in March. That may serve as an example for the other agencies.

This item was requested to be continued to the next agenda; no action was taken.

- 16. 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. *Erick Willrich, Washoe County Technology Services; Cody Shadle, City of Reno.*

Cody Shadle, City of Reno, shared implementation continues with configuration workshops and still on-target for a September 9, 2025, go-live. Some items with law enforcement users have been delayed; there have been timing issues with configuration workshops Managers Meeting and Executive Meetings will be scheduled soon to review the FY26 budget. The project continues stay in scope. New definitive needs have been identified and the personnel impacts. There are currently 2.5 FTEs funded and those roles have expanded to some development work to reduce vendor creation and the need for outside maintenance. It was clarified the positions already exist within the agencies and wouldn't be new FY26 requests. The project is proceeding smoothly and the vendor is working well with the region.

- 17. 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 20, 2025, at 1:30 p.m.

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### Requests/Future Agenda Items

- Items 10 and 15 of this Agenda
- Fiscal and policy discussion for body cameras.
- Long-range budget forecast modeling a step down for body camera reimbursement similar to last year.
- Five-Year Master Plan Update Request For Proposals (RFPs)
- Updates on Legislative Session as may impact Committee activities.
- Request agencies work with common vendors for similar invoicing structure with line items rather than bundled pricing.
- Reminder to submit supporting documentation for requests through PSAP representatives.

Member Matijevich shared due to the Legislative Session she may not be able attend the next two meetings.

- 18. 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.

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

The meeting adjourned at 2:39 p.m.