

911 Emergency Response Advisory Committee

****Draft Meeting Minutes****

Thursday, April 17, 2025

1:30 p.m.

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

MEMBERS

Cody Shadle, City of Reno, Chair
Chris Ketring, Washoe County, 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
Cadence Matijevich, Washoe County
Lisa Rose-Brown, City of Sparks
Seana Baker, Washoe County School District

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 1:31 p.m.

PRESENT

Andy Ancho	City of Reno (At-Large)
Tara Edmonson	City of Sparks (Municipal Court) (joined 1:35 p.m.)
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)
Chris Szabo	Washoe County School District (Non-voting)

ABSENT

All members were present.

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: 263 072 425 51; Passcode: Uy6aT9rs), or by calling 775-325-0620 using Conference ID: 127 005 977#. 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 during any public comment period. To provide public comment via telephone only, press *5. Press *6 to mute/unmute.

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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. **APPROVAL OF JANUARY 16, 2025, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Tara Edmonson, City of Sparks, moved to approve the January 16, 2025, 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. **911 FUND FINANCIAL SUMMARY & REVIEW OF REVENUE AND EXPENDITURE PROJECTIONS** [Non-action item] – A review of the current Financial Summary and reimbursement processes; and a review and discussion of projected revenues and expenditures in the Regional 911 Fund. *Sara DeLozier & Quinn Korbolic, Washoe County Technology Services*

Sara DeLozier, Washoe County Technology Services, reviewed the [Financial Summary](#) ending March 31, 2025, sharing the January approvals had been added and budgeted items, such as the Washoe County Sheriff's Office Axon Contract request had been adjusted. The amount planned to transfer to the Computer Aided Dispatch (CAD) project was reduced from the budgeted amount to \$250,000. Additionally, approvals prior to the past year have been removed. She pointed out that the expected revenue has been kept at the planned FY25 amount while the information Mr. Korbolic will share anticipates total revenue to be higher.

Quinn Korbolic, Washoe County Technology Services, reviewed the [presentation](#) for this item including an overview of FY25 funding, the history of the fund and projected future line/revenue based on population growth. The increase in the surcharge and the line growth has increased spending. Since 2019/2020 the unencumbered fund balance has been over the \$5 million maximum; because of the encumbered fund balance, the fund has remained under the maximum. An item will be brought forward in May to start the process to update the Master Plan which should help identify steps to stabilize the fund and identify and plan for large projects. There is discussion in the Legislative Session to increase the maximum fund balance to \$7 million but that would only help short term without good plans in place and avoiding reactionary spending.

Jen Gustafson, Deputy District Attorney, shared that mechanisms come into play if the fund is over that fund balance maximum, action will need to be taken to decrease the surcharge.

Cadence Matijevich, Washoe County, provided an update on the proposed legislative action sharing it would make clear that capital improvement expenditures are allowed and the maximum ending fund balance would increase to \$7.5 million effective October 1, 2025, if passed. JW Hodge, City of Reno, expressed appreciation for the amendment proposed by Washoe County to increase the ending fund balance to \$7.5 million and to Mr. Korbolic for his

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work toward an updated Master Plan that can be broader, help identify the true dispatch infrastructure, and regional and long range planning options.

6. Consent Items [For Possible Action]

- a. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY ANSWERING POINT (PSAP) – FY25 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 purchase of dispatch equipment for a total cost not to exceed \$1,931.03. Such equipment includes: 9 PolySHS1926 Headset Amplifiers (\$137.87 each); total not to exceed \$1,240.83; and 10 HW540 Encorepro Convertible Headsets (\$69.20 each); total not to exceed \$690.20. And for the requests approved, forward such recommendation to the Board of County Commissioners. *Sara Skroch, City of Reno*
- b. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO AND CITY OF SPARKS PUBLIC SAFETY ANSWERING POINTS (PSAPs) – IAED ProQA SPANISH FOR EFD and EMD** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify requests to reimburse the costs associated with the purchase and implementation of the International Academy of Emergency Dispatching (IAED) ProQA call taking online software implementing additional language, United States Spanish (USS) for Emergency Fire Dispatch (EFD) and Emergency Medical Dispatch (EMD) for a total not to exceed \$11,000, as follows:
 - i. City of Reno, two licenses, for a total not to exceed \$8,800
 - ii. City of Sparks, one license, for a total not to exceed \$2,200And for the requests approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno & Connie Shepperd, City of Sparks*
- c. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS – FY25 PROQA PRIORITY DISPATCH 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 ProQA Priority Dispatch System for Fire Dispatch for a total cost not to exceed \$15,000; 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 PUBLIC SAFETY ANSWERING POINT (PSAP) – FY25 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 purchase of dispatch equipment for a total cost not to exceed \$1,761.35. Such equipment includes: 1 Dell UltraSharp 27-inch monitor for a total not to exceed \$314.39; and 6 Dell UltraSharp 24-inch monitors (\$204.68 each); total not to exceed \$1,228.08. And for the requests approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*

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- e. **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 two employees for an amount not to exceed \$2,445.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*
- f. **REQUEST FOR REIMBURSEMENT FOR TRUCKEE MEADOWS FIRE PROTECTION DISTRICT – FY25 PROQA PRIORITY DISPATCH 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 ProQA Priority Dispatch System for Fire Dispatch for a total cost not to exceed \$15,000; and if approved, forward such recommendation to the Board of County Commissioners. *Dale Way, Interim Fire Chief, Truckee Meadows Fire Protection District*
- g. **REQUEST FOR REIMBURSEMENT FOR TRUCKEE MEADOWS FIRE PROTECTION DISTRICT – 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 Truckee Meadows Fire Protection District for a total cost not to exceed \$27,262.07; and if approved, forward such recommendation to the Board of County Commissioners. *Dale Way, Interim Fire Chief, Truckee Meadows Fire Protection District*
- h. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – CPR/BLS COURSE AND CERTIFICATION** [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 CPR/Basic Life Saving (BLS) course and certification for one staff member for a total amount not to exceed \$70.00; and if approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County Sheriff's Office*
- i. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EMD/EPD/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 Medical Dispatch (EMD and EMD-Q), Emergency Police Dispatch (EPD and EPD-Q), and Emergency Fire Dispatch (EFD and EFD-Q) certifications for one staff member for an amount not to exceed \$1,275.00; and if approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County Sheriff's Office*
- j. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED CARD TRAYS AND 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 International Academies of Emergency Dispatch (IAED) Card Trays and Pilot Guides for an amount not to exceed \$1,437.00; and if approved, forward such recommendation to

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the Board of County Commissioners. *Chelsey Nahouraii, Washoe County Sheriff's Office*

- k. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – PRIORITY DISPATCH AI SKILLLAB** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with Priority Dispatch AI SkillLab for an amount not to exceed \$5,000.00; and if approved, forward such recommendation to the Board of County Commissioners. *Heather Meredith, Washoe County Sheriff's Office*
- l. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED NAVIGATOR 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 2025 International Academies of Emergency Dispatch (IAED) Navigator conference currently scheduled for April 14-17, 2025, in Orlando, Florida, for two attendees, for an amount not to exceed \$7,500.00; and if approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County Sheriff's Office*
- m. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – PRIORITY DISPATCH Q PLUS REVIEW** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with Priority Dispatch Q Plus software licensing for an amount not to exceed \$21,750.00; and if approved, forward such recommendation to the Board of County Commissioners. *Chelsey Nahouraii, Washoe County Sheriff's Office*

Jenn Felter, Washoe County, requested removal of Item 6l from the agenda for consideration. 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 Agenda Items 6a-6k, and 6m; 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

- 7. **REQUEST FOR FUNDING FOR THE HEXAGON ONCALL DISPATCH (CAD) INTERFACE TO PURVIS FIRE STATION ALERTING SYSTEM:** [For Possible Action] - A review, discussion and possible action to approve, deny or otherwise modify a request to fund the costs associated with transitioning and implementing the required software interface between Purvis Fire Station Alerting System and Hexagon OnCall Dispatch (CAD) for a total amount not to exceed \$58,500.00; 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 transitioning and implementing the required software interface between Purvis Fire Station Alerting System and Hexagon OnCall Dispatch (CAD) for a total amount not to exceed \$58,500.00; and if approved, forward such recommendation to the Board of County

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Commissioners. JW Hodge, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

- 8. REQUEST FOR CITY OF RENO, CITY OF SPARKS, WASHOE COUNTY – FY25 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 2024/2025: City of Reno, 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$433,464); City of Sparks, 1 FTE GIS Database position and 0.5 FTE CAD System Administrator position (\$363,278); and Washoe County, 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$411,190); for a total not to exceed (\$1,207,932). 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. Jenn Felter, Washoe County, moved to approve the request to reimburse the costs associated with the 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 2024/2025: City of Reno, 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$433,464); City of Sparks, 1 FTE GIS Database position and 0.5 FTE CAD System Administrator position (\$363,278); and Washoe County [Washoe County's positions are approved through the FY25 budget cycle previously approved/adopted], 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$411,190); for a total not to exceed (\$1,207,932). 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.

- 9. REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS – AXON CONTRACT FOR AXON BODY WORN CAMERA AND FLEET CAMERA 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 total request not to exceed \$217,108.13, as follows:

- (a) FY25 Axon Body worn Camera and Fleet Camera Contract not to exceed \$193,108.13;
- (b) FY25 dedicated internet service provided by Charter/Spectrum in support of the body worn camera program not to exceed \$24,000.00.

And for the requests approved, forward such recommendation to the Board of County Commissioners. *Tara Edmonson, City of Sparks Police Department*

There was discussion of the new contract components modified or removed leading to the reduced contract amount. There was no other 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 the costs associated with FY25 Axon Body worn Camera and Fleet Camera Contract not to exceed \$193,108.13; and, FY25 dedicated internet service provided by Charter/Spectrum in support of the body worn camera program not to exceed \$24,000.00; and

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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.

- 10. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE – AXON BODY WORN CAMERA AND FLEET CONTRACT** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the cost associated with the FY25 Axon Body worn Camera and Fleet Camera Contract for a total not to exceed \$1,482,536.37. And if approved, forward such recommendation to the Board of County Commissioners. *Darrin Rice, Washoe County Sheriff's Office*

Cody Shadle, City of Reno, inquired if there was a way to delineate the items on the invoices to better identify which line items are excluded from the request for 911 reimbursements and will be the responsibility of the Washoe County Sheriff's Office. There was discussion of the complexity to separate out the items after the contracts are in place. The item was continued to the next agenda to provide time for further clarification.

- 11. 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 the Nevada Shared Radio System core router at 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*

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 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 the Nevada Shared Radio System core router at 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. Jenn Felter, Washoe County, provided the second. Upon the call for a vote, the motion carried unanimously.

- 12. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – FRONTLINE QUALITY ASSURANCE AND QUALITY IMPROVEMENT TRACKER** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with Frontline Public Solutions Quality Assurance and Quality Improvement Tracker (cloud-based software to easily assess and track employee standards; manage and customize roster, questions, categories and forms; share information in a document library and reporting) for an amount not to exceed \$1,736.44; and if approved, forward such recommendation to the Board of County Commissioners. *Chelsey Nahouraii, Washoe County Sheriff's Office*

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There was no Committee discussion or response to the call for public comment. Tara Edmonson, City of Sparks, moved to approve the request to reimburse the costs associated with the Frontline Public Solutions Quality Assurance and Quality Improvement Tracker (cloud-based software to easily assess and track employee standards; manage and customize roster, questions, categories and forms; share information in a document library and reporting) for an amount not to exceed \$1,736.44; and if approved, forward such recommendation to the Board of County Commissioners. Derek Keller, City of Sparks, 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. *Erick Willrich, Washoe County Technology Services; Cody Shadle, City of Reno.*

Cody Shadle, City of Reno, reviewed a [presentation](#) for this item outlining the project goals, progress, project status, features being implemented, updated go-live, and next steps. The go-live date has updated from September 9 to September 29, 2025.

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 May 15, 2025, at 1:30 p.m.

- JF – Reno & WC – requesting update to center next agenda furniture
- WC RapidSOS – possibly other agencies to consider; regional contract consideration
- Dropping floor in Dispatch construction-like items
- Feasibility study for center

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.