

911 Emergency Response Advisory Committee

****Draft Meeting Minutes****

Thursday, May 15, 2025

1:30 p.m.

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

This meeting was held in person with a teleconference option.

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
Chris Szabo, Washoe County School District

Committee website:

http://www.washoecounty.gov/technology/board_committees/911_response/index.php

AGENDA

Items 6, 14, and 15 were removed from the agenda for consideration.

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) |
| Derek Keller | City of Sparks (At-Large) |
| Chris Ketring | Washoe County (At-Large) |
| Cody Shadle | City of Reno (Municipal Court) |
| Connie Shepperd | City of Sparks (Police) (joined 1:34 p.m.) |

ABSENT

| | |
|--------------------|--|
| J.W. Hodge | City of Reno (Police) |
| Cadence Matijevich | Washoe County (At-Large) |
| Chris Szabo | Washoe County School District (Non-voting) |

Jen Gustafson, Deputy District Attorney, Washoe County District Attorney's Office, was in attendance.



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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: 242 834 995 982; Passcode: jTqrBt), or by calling 775-325-0620 using Conference ID: 537 312 295#. 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.

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 APRIL 17, 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 April 17, 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 there were no significant changes from the last report. The current report includes the April approvals, the May consent agenda items and updated amounts for budgeted items.

6. PRESENTATION – Presentation from Chris Short of Motorola Solutions on Smart911 PSAP Integration (For Possible Action)

This item was withdrawn.

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7. 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 \$1,080.25. Such equipment includes: 3 PolySHS1926 Headset Amplifiers (\$154.70 each); total not to exceed \$464.10; 5 HW540 EncorePro Convertible Headsets (\$67.52 each); total not to exceed \$337.60; 12 PolyEncorePro HW530/540 Ear Foam Cushions (\$3.57 each) for a total not to exceed \$42.84; 3 Poly EncorePro HW 710 Headsets (\$78.57 each) for a total not to exceed \$235.71. And for the requests approved, forward such recommendation to the Board of County Commissioners. *Sara Skroch, City of Reno*
- b. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO 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 April 14-17, 2025, in Orlando, Florida, for three attendees, for an amount not to exceed \$9,731.37; and if approved, forward such recommendation to the Board of County Commissioners. *Joanna Aitken, City of Reno*
- c. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – NENA 9-1-1 GOES TO WASHINGTON** [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 NENA 9-1-1 Goes to Washington conference February 23-26, 2025, in Arlington, Virginia/Pentagon City, for one attendee, for an amount not to exceed \$2,706.54; and if approved, forward such recommendation to the Board of County Commissioners. *Joanna Aitken, City of Reno*
- d. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS – PURVIS FIRE STATION ALERTING ADDITIONAL COSTS** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with unforeseen costs accrued due to delays in installation and miscellaneous hardware items for a total cost not to exceed \$13,212.69; and if approved, forward such recommendation to the Board of County Commissioners. *Scott Means, City of Sparks Fire Department*
- e. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY TECHNOLOGY SERVICES – FY25 BODY WORN CAMERA FIBER LINES** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the fiber line connections supporting the body worn camera docking stations for the Washoe County Sheriff's Office and Department of Alternative Sentencing's body worn camera program, for an amount not to exceed \$63,425.75 (FY25); and if approved, forward such recommendation to the Board of County Commissioners. *James Wood, Washoe County Technology Services*

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

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Items 6a-6e; 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

8. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE – AXON BODY WORN CAMERA AND FLEET CONTRACT** (continued from January 16, March 20, and April 17, 2025, agendas) [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 \$1,183,016.69. And if approved, forward such recommendation to the Board of County Commissioners. *Darrin Rice, Washoe County Sheriff's Office*

There was no Committee discussion or response to the call for public comment. Jenn Felter, Washoe County, moved to approve the request to reimburse the cost associated with the FY25 Axon Body worn Camera and Fleet Camera Contract for a total not to exceed \$1,183,016.69; 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.

9. **REQUEST FOR CITY OF RENO, CITY OF SPARKS, WASHOE COUNTY – FY26 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 all 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 2025/2026: 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 1 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. Tara Edmonson, City of Sparks, moved to approve the request to reimbursement or to provide funding for the staff salaries at the City all 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 2025/2026: 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 1 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. Jenn Felter, Washoe County, provided the second. Upon the call for a vote, the motion carried unanimously.

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- 10. REQUEST FOR CITY OF RENO, CITY OF SPARKS, WASHOE COUNTY PSAPs– RAPID SOS NG-911 SOLUTION** [For Possible Action] – A review, discussion and possible action to approve, deny or otherwise modify requests for reimbursement or to provide funding for a 60-month contract period for 21 concurrent software licenses for the three Public Safety Answering Points (PSAPs) for RapidSOS (City of Reno 10, City of Sparks 3, Washoe County 8). RapidSOS is an NG-911 solution used nationwide as a tool to enhance call-taking abilities for emergency and non-emergency calls into PSAPs and allow for interoperability between Centers to another jurisdiction and is forecast to provide the ability for a Center to chat through their system similar to a Computer Aided Dispatch (CAD) to CAD feature. Additional modules provide enhancements that allow for or provide for management of calls such as geolocation capabilities. The total for the solution requested is not to exceed \$225,040 annually for a full 60-month contract amount not to exceed \$1,125,200. And if approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County Sheriff's Office*

It was clarified this would replace the current Carbyne software solution and is a regional solution that will increase interoperability throughout the state and potentially nationally.

There was no Committee discussion or response to the call for public comment. Cody Shadle, City of Reno, moved to approve the request for reimbursement or to provide funding for a 60-month contract period for 21 concurrent software licenses for the three Public Safety Answering Points (PSAPs) for RapidSOS (City of Reno 10, City of Sparks 3, Washoe County 8). RapidSOS is an NG-911 solution; 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.

- 11. REQUEST FOR FUNDING FOR IT INFRASTRUCTURE COMPONENTS IN SUPPORT OF THE REGIONAL COMPUTER AIDED DISPATCH SYSTEM** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to utilize E911 funds for purchasing and installing critical IT infrastructure components, including a firewall and network switch, in support of the secondary Hexagon site, located at Equinox, San Jose, CA for a cost not to exceed [\$7,035.97]; the IT infrastructure will enhance the security and operational efficiency of the Hexagon Unified Computer-Aided Dispatch (CAD) and Records Management Suite (RMS) project and aligns with ongoing efforts to modernize and secure regional emergency response systems. *Erick Willrich, Washoe County Technology Services*

It was clarified the amount requested only covers the Computer Aided Dispatch (CAD) component. There was no Committee discussion or response to the call for public comment. Jenn Felter, Washoe County, moved to approve the request to utilize E911 funds for purchasing and installing critical IT infrastructure components, including a firewall and network switch, in support of the secondary Hexagon site, located at Equinox, San Jose, CA for a cost not to exceed [\$7,035.97]; 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.

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- 12. REQUEST FOR FUNDING FOR INTERNET CIRCUITS TO SUPPORT THE REGIONAL COMPUTER AIDED DISPATCH SYSTEMS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to utilize E911 funds for primary and secondary internet circuits that support the regional Computer Aided Dispatch system as well as the one-time installation of the primary and secondary internet providers supporting the secondary Hexagon site, located at Equinox, San Jose, CA for a cost not to exceed [\$18,925.45] in FY26 and annually thereafter and a one-time cost, not to exceed [\$644]; the internet circuits will enhance the security and operational efficiency of the Hexagon Unified Computer-Aided Dispatch (CAD) and Records Management Suite (RMS) project and align with ongoing efforts to modernize and secure regional emergency response systems. *Erick Willrich, 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 utilize E911 funds for primary and secondary internet circuits that support the regional Computer Aided Dispatch system as well as the one-time installation of the primary and secondary internet providers supporting the secondary Hexagon site, located at Equinox, San Jose, CA for a cost not to exceed [\$18,925.45] in FY26 and annually thereafter and a one-time cost, not to exceed [\$644]; 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. REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO PUBLIC SAFETY ANSWERING POINT (PSAP) – SCRIBE TRAINING AND DOCUMENTATION SOFTWARE** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with procuring licensing for Scribe Training and Documentation Software for use with the implementation and maintenance of the Hexagon OnCall Computer Aided Dispatch (CAD) Solution, for a one year amount not to exceed \$34,692; 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. Tara Edmonson, City of Sparks, moved to approve the request to reimburse the costs associated with procuring licensing for Scribe Training and Documentation Software for use with the implementation and maintenance of the Hexagon OnCall Computer Aided Dispatch (CAD) Solution, for a one year amount not to exceed \$34,692; 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.

[Items 14 and 15 were withdrawn from consideration.]

- 14. REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO AND WASHOE COUTY DISPATCH PUBLIC SAFETY ANSWERING POINTS (PSAPs) – REMOVE ELEVATED FLOOR** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the removal of the elevated flooring at the Regional Emergency Communications Center (5195 Spectrum Boulevard) to optimize space for additional public safety radio and call-taking consoles for an amount not to exceed \$16,457; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

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15. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO AND WASHOE COUTY DISPATCH PUBLIC SAFETY ANSWERING POINTS (PSAPs) – ARCHITECTURAL STUDY AND CONCEPTUAL DESIGNS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with conducting an architectural review with conceptual designs for the Regional Emergency Communications Center (5195 Spectrum Boulevard) to determine the capacity and ability for facility expansion which houses both the Washoe County Sheriff's Office Communications and the City of Reno's Public Safety Answering Points(PSAPs) for an amount not to exceed \$51,000; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

[Items 14 and 15 were withdrawn from consideration.]

16. **911 MASTER PLAN UPDATE** [For Possible Action] – A review, discussion, and possible action to direct staff to initiate the release of a Request for Qualifications, as presented or modified based on committee direction, to acquire the services of a consultant to update the 911 Emergency Response Five Year Master Plan. *Quinn Korbolic, Washoe County*

Quinn Korbolic, Washoe County, reviewed the initial draft [Request for Qualifications \(RFQ\)](#) for review and consideration and input for additional considerations for the scope of work. The new plan will begin with what has been used in the past and to meet NRS requirements, would add a new third area as provided in the "shall" section and provides for the potential for a Phase Two after adoption (with separate Statement of Work) to assist with implementation. Cody Shadle, City of Reno, requested the first bullet point concerning additional sites be expanded to consider adjustments to current sites.

It was requested that the item be brought back in July after review and incorporation of additional feedback.

17. **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 no significant change from the last meeting. There are no updates on scheduling adjustments yet; all parties want to ensure the solution meets the regions and vendors needs with consideration of the holiday season. There are issues with modules on Records Management mobile field reporting. There are approximately 46 different vendors to interface with and there needs to be adequate time to train over 1,000 people. Overall, there has been good progress and project continues in a positive direction.

18. **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 17, 2025, at 1:30 p.m.

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- Review and discussion of existing NSR provisions, Washoe County Code and the Body Cameras Policy to include creating a potential list of permissible/non-permissible Axon Contract components.

- 19. 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.

Stu Cronan, Galena Group, shared previous versions of the Master Plan have provided details that define and plan for expenditures and provide a list of priorities and review of acceptable allowable expenses; items that are not permitted could be potentially added in the updated Plan.

There was no further response to the call for public comment.

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

The meeting adjourned at 2:28 p.m.