

911 Emergency Response Advisory Committee

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

**Thursday, July 16, 2026
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

Tara Edmonson, City of Sparks, Vice Chair
Richard Edwards, Washoe County
Cody Shadle, City of Reno
Andy Ancho, City of Reno
Amelia Galicia, Washoe County
JW Hodge, City of Reno
Derek Keller, City of Sparks
Cadence Matijevich, Washoe County
Connie Shepperd, City of Sparks
Eric Diamond, 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

The meeting was called to order at 1:30 p.m.

PRESENT

Tara Edmonson	City of Sparks (Municipal Court)
Cody Shadle	City of Reno (Municipal Court)
Andy Ancho	City of Reno (At-Large)
Cadence Matijevich	Washoe County (At-Large)
Connie Shepperd	City of Sparks (Police)
Eric Diamond	Washoe County School District (non-voting)

ABSENT

Derek Keller	City of Sparks (At-Large)
JW Hodge	City of Reno (Police)
Amelia Galicia	Washoe County (Sheriff)
Richard Edwards	Washoe County

Jennifer Gustafson, Washoe County District Attorney's Office, was also in attendance.

2. PUBLIC COMMENT

There was no response to the call for public comment.

3. ELECTION OF OFFICERS

Cody Shadle, City of Reno, nominated Cadence Matijevich, Washoe County, as Chair of the 911 Emergency Response Advisory Committee. Ms. Matijevich indicated she would accept the nomination but noted she would not be able to attend the next meeting and potentially not the one after that. Connie Shepperd, City of Sparks, pointed out that one item on this agenda will contemplate potentially changing those meeting dates.

There was no response to the call for public comment.

Chair Cody Shadle, City of Reno, moved that Cadence Matijevich be elected as Chair of the 911 Emergency Response Advisory Committee. Vice Chair Tara Edmonson, City of Sparks, seconded the motion, which carried on a 5-0 vote with Derek Keller, JW Hodge, Amelia Galicia, and Richard Edwards absent.

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Ms. Matijevich assumed the role as Chair.

4. APPROVAL OF JUNE 18, 2026, MINUTES

There was no response to the call for public comment.

Cody Shadle, City of Reno, moved to approve the 911 Emergency Response Advisory Committee meeting minutes of June 18, 2026, as written. Vice Chair Tara Edmonson, City of Sparks, seconded the motion, which carried on a 5-0 vote with Derek Keller, JW Hodge, Amelia Galacia, and Richard Edwards absent.

5. 911 FUND FINANCIAL SUMMARY & REVIEW OF REVENUE AND EXPENDITURE PROJECTIONS

Quinn Korbolic, Washoe County Technology Services, reviewed the Washoe County Enhanced 911 Fund summary for June included in the agenda packet for this item. Unlike past reports, this one provided comparisons with Fiscal Year 2026 projections. He indicated that there was still work to be done to close out this year's purchase orders and ensure all invoices were received. Items that were approved at May's Committee meeting were included in the figures in the report, he noted.

Chair Matijevich praised staff and the Committee members for ensuring that the fund balance remained well below the maximum amount allowed.

6. Consent Items

Cody Shadle, City of Reno, requested that discussion take place on both items.

a. REQUEST FOR REIMBURSEMENT FOR DEDICATED FIREWALL SERVICES AT THE WASHOE COUNTY PRIMARY PUBLIC SAFETY ANSWERING POINT

Mr. Shadle pointed out that the figures in the invoices did not seem to correlate with the figures in this item's staff report. Erich Willrich, Washoe County Technology Services, responded that the \$18,000 figure covered computer-aided dispatch (CAD) expenses only and not records. The records portion will be brought before the Hexagon Governance Board for approval at a later date. He estimated that the CAD portion represented 63 or 64 percent of the total amount.

There was no response to the call for public comment.

Cody Shadle, City of Reno, moved to approve the request for reimbursement for dedicated firewall services at the Washoe County Primary Public Safety Answering Point. Vice Chair Tara Edmonson, City of Sparks, seconded the motion, which carried on a 5-0 vote with Derek Keller, JW Hodge, Amelia Galacia, and Richard Edwards absent.

b. REQUEST FOR REIMBURSEMENT FOR MICROSOFT WINDOWS SERVER DATABASE CORE LICENSES

Responding to Mr. Shadle's clarifying question, Mr. Willrich confirmed that the amount of the request in this item represented roughly 63 or 64 percent of the total amount, similar to what he explained for Agenda Item 6.a.

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There was no response to the call for public comment.

Cody Shadle, City of Reno, moved to approve the request for reimbursement for Microsoft Windows server database core licenses. Chair Cadence Matijevich, Washoe County, seconded the motion, which carried on a 5-0 vote with Derek Keller, JW Hodge, Amelia Galacia, and Richard Edwards absent.

End of Consent Items

7. REQUEST TO RESCHEDULE UPCOMING 911 EMERGENCY RESPONSE ADVISORY COMMITTEE MEETING DATES FOR SEPTEMBER 17, 2026, AND NOVEMBER 19, 2026

Quinn Korbolic, Washoe County Technology Services, stated the request to change the dates was driven by the need for this Committee to approve the five-year Master Plan before it goes to the Board of County Commissioners for approval on November 17, 2026. Since a draft of the plan is expected to be completed by October 1, he proposed combining the two scheduled meetings into one to take place on October 22, 2026.

Responding to a query from Vice Chair Edmonson, Cody Shadle, City of Reno, noted that the bylaws require that meetings be set every other month. Washoe County Deputy District Attorney Jennifer Gustafson opined that that would not prohibit the Board from taking the action that Mr. Korbolic proposed. She added that there would be no penalties if the Committee chose not to follow its bylaws, though it is generally recommended that they do.

Vice Chair Edmonson, City of Sparks, thought the September 17, 2026, meeting should remain on the calendar because there were some items that did not make the deadline for this meeting that still needed to be considered. She and Mr. Shadle both expressed support for keeping the September meeting and moving the November 17 meeting to October 22. After a brief discussion, it was determined that the October meeting would begin at 1:30 p.m.

There was no response to the call for public comment.

Cody Shadle, City of Reno, moved that the November 19, 2026, 911 Emergency Response Advisory Committee meeting be changed to October 22, 2026, to accommodate the Committee's consideration of and possible recommendation to approve the five-year Master Plan, and that no change be made to the September 17, 2026, meeting. Vice Chair Edmonson seconded the motion, which carried on a 5-0 vote with Derek Keller, JW Hodge, Amelia Galacia, and Richard Edwards absent.

8. UPDATE OF 911 EMERGENCY RESPONSE ADVISORY COMMITTEE BYLAWS AND GENERAL PROVISIONS

Chelsea Houston, Washoe County Technology Services, noted that there had been several recent staffing changes, and staff requested additional time for agenda drafting, which will also incorporate legal review and staff's endeavors to convert documents for digital accessibility compliance. Chair Cadence Matijevich, Washoe County, added that the Justice Department's deadline for website compliance with the Americans with Disabilities Act was April 2027, increasing the workload for agenda coordinators.

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Cody Shadle, City of Reno, inquired about the requirements in the bylaws surrounding meeting minutes. Washoe County Deputy District Attorney Jennifer Gustafson replied that the Open Meeting Law requires minutes to be available within 30 working days of the meeting. Responding to a follow-up query, Ms. Houston confirmed that staff was putting together a calendar including not only meeting dates but also submission deadlines for agenda materials.

There was no response to the call for public comment.

Cody Shadle, City of Reno, moved that the update of the 911 Emergency Response Advisory Committee Bylaws and General Provisions be approved as listed. Chair Matijevich seconded the motion, which carried on a 5-0 vote with Derek Keller, JW Hodge, Amelia Galacia, and Richard Edwards absent.

9. EMERGENCY RESPONSE ADVISORY COMMITTEE MEMBER AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION, AND SELECTION OF TOPICS FOR FUTURE AGENDAS

Responding to questions from the Committee, Quinn Korbolic, Washoe County Technology Services, said it was likely that consultant recommendations would be available by the September 17 meeting. He offered to provide an update at that meeting, adding that a draft should be available for Committee review by October 1. Washoe County Deputy District Attorney Jennifer Gustafson suggested that County staff post the draft on the Committee's website as soon as it is available; that way, Committee members can begin to review it as soon as possible while ensuring that the Open Meeting Law is not violated because the draft would also be available to members of the public. It was decided that the update at the September meeting would be about where in the process the Master Plan was, not specifics about the plan. Chair Cadence Matijevich, Washoe County, encouraged Committee members to anticipate that the October meeting would take the entire allotted time.

Mr. Korbolic noted that County staff ultimately wanted a provision in the bylaws addressing how each jurisdiction should process documents submitted for Committee consideration to help staff meet accessibility requirements. As such, a discussion about the bylaws may need to take place at a future meeting.

10. PUBLIC COMMENT

There was no response to the call for public comment.

11. ADJOURNMENT

The meeting adjourned at 2:00 p.m.

Respectfully submitted by Derek Sonderfan, Independent Contractor