

911 Emergency Response Advisory Committee

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

**Thursday, September 17, 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

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

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

ABSENT

JW Hodge	City of Reno (Police)
Amelia Galicia	Washoe County (Sheriff)

Katherine Hoffman, Washoe County District Attorney's Office, was also in attendance.

2. PUBLIC COMMENT

There was no response to the call for public comment.

3. APPROVAL OF JULY 16, 2026, MINUTES

There was no response to the call for public comment.

1:34 p.m. Andy Ancho, City of Reno, arrived via Zoom.

Cody Shadle, City of Reno, moved to approve the 911 Emergency Response Advisory Committee meeting minutes of July 16, 2026, as written. Vice Chair Tara Edmonson, City of Sparks, seconded the motion, which carried on a 7-0 vote with JW Hodge and Amelia Galicia absent.

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4. 911 FUND FINANCIAL SUMMARY & REVIEW OF REVENUE AND EXPENDITURE PROJECTIONS

Quinn Korbolic, Washoe County Technology Services, reviewed the Washoe County Enhanced 911 Fund summaries for June and August, noting that the figures were unaudited figures. He stated that for future meetings, staff would provide a breakdown of the different reimbursements in the 'Payments to O Agencies' budget line. He confirmed that travel expenses would not be included there because they were captured in their own line item. He noted that last year's spending would be used as the baseline to project spending going forward. The line item showing a transfer to Public Works, he stated in response to a question by Cody Shade, City of Reno, was part of a request that had already been approved.

Chair Cadence Matijevich, Washoe County, pointed out that a second document was included in the backup materials for this item related to open purchase orders (POs). Mr. Korbolic said that reflected part of the encumbrances. He explained that staff accounted for everything approved by the 911 Emergency Response Advisory Committee, but invoices were not always received. He wanted to remove open POs from the books, whether by paying them out to the agencies or not. He requested that the City of Sparks work with Administrative Assistant Chelsea Houston to reconcile the encumbrance amounts owed for the CAD and GIS salaries, adding that they would be part of an ongoing report each year until reconciled. There was no relationship between the Fund's ending fund balance and the five-year Master Plan as revenues will be used as the basis for the five-year plan. He hoped to have better figures going into Fiscal Year 2028.

5. Consent Items

- a. REQUEST FOR REIMBURSEMENT FOR THE PURCHASE OF DISPATCH EQUIPMENT FOR THE CITY OF RENO PUBLIC SAFETY ANSWERING POINT**
- b. REQUEST FOR REIMBURSEMENT FOR THE PURCHASE OF DISPATCH EQUIPMENT FOR THE CITY OF RENO PUBLIC SAFETY ANSWERING POINT**
- c. REQUEST FOR REIMBURSEMENT FOR THE ATTENDANCE OF ONE DISPATCHER AND ONE SUPERVISOR FROM THE CITY OF RENO TO THE 2026 ANNUAL NAVIGATOR CONFERENCE IN LAS VEGAS, NEVADA**
- d. REQUEST FOR REIMBURSEMENT FOR THE ATTENDANCE OF ONE DISPATCHER AND ONE SUPERVISOR FROM THE CITY OF RENO TO THE 2026 ANNUAL NATIONAL EMERGENCY NUMBER ASSOCIATION (NENA) CONFERENCE IN COLUMBUS, OHIO**
- e. REQUEST FOR TRAINING CERTIFICATION REIMBURSEMENT FOR SPARKS POLICE DEPARTMENT PUBLIC SAFETY ANSWERING POINT (PSAP)**
- f. REQUEST FOR REIMBURSEMENT FOR THE ATTENDANCE OF ONE COMMUNICATIONS STAFF MEMBER FROM THE SPARKS POLICE DEPARTMENT PSAP FOR THE 2026 NATIONAL EMERGENCY NUMBER ASSOCIATION (NENA) CONFERENCE**
- g. REIMBURSEMENT REQUEST – FOR WASHOE COUNTY SHERIFF'S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) FOR SOFTWARE**

h. FUNDING/REIMBURSEMENT REQUEST FOR FIRST DUE SOFTWARE FOR THE RENO FIRE DEPARTMENT

There was no response to the call for public comment.

Cody Shadle, City of Reno, moved to approve Consent Agenda Items 5a through 5h. Vice Chair Tara Edmonson, City of Sparks, seconded the motion, which carried on a 7-0 vote with JW Hodge and Amelia Galicia absent.

End of Consent Items

6. REQUEST FOR REIMBURSEMENT FOR YEAR 2 BODY WORN AND FLEET CAMERA CONTRACT COSTS AND NETWORKING SERVICES FOR THE SPARKS POLICE DEPARTMENT

Vice Chair Tara Edmonson, City of Sparks, indicated that this was for the second year of a contract that was previously submitted and approved, and it would cover the body-worn camera system and a year of internet service. Chair Cadence Matijevich, Washoe County, noted that there was a typo in the agenda, and the not-to-exceed amount was \$209,395.51.

Cody Shadle, City of Reno, pointed out that the figure in the table of invoice dates did not exactly match the requested amount. Vice Chair Edmonson explained that the July payment of \$185,309.51 did not include the dedicated internet service cost of an additional \$24,000.

There was no response to the call for public comment.

Cody Shadle, City of Reno, moved to recommend to the Board of County Commissioners approval of reimbursements of the City of Sparks up to \$209,395.51 for Year 2 FY26/27 body worn camera costs, fleet camera costs, and the FY26/27 network service costs. Richard Edwards, Washoe County, seconded the motion, which carried on a 7-0 vote with JW Hodge and Amelia Galicia absent.

7. REQUEST FOR CITY OF RENO, CITY OF SPARKS, AND WASHOE COUNTY'S FISCAL YEAR 2026/2027 STAFF SALARIES FOR GIS DATABASE UPDATE AND MAINTENANCE

Quinn Korbolic, Washoe County Technology Services, stated this was a joint request among the three agencies, and the figures included should reflect accurate salaries for Fiscal Year 2026/27.

There was no response to the call for public comment.

Cody Shadle, City of Reno, moved to approve the utilization of E911 funds in Fiscal Year 2024-2025 for 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: City of Reno, 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$463,000); City of Sparks, 1 FTE GIS Database position and 0.5 FTE CAD System Administrator position (\$361,268); and Washoe County, 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$443,205); for a total not to exceed (\$1,267,473); and if approved, forward such recommendation to the Board of County Commissioners. Chair Cadence Matijevich, Washoe County, seconded the motion, which carried on a 7-0 vote with JW Hodge and Amelia Galicia absent.

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

Cody Shadle, City of Reno, asked about the October meeting of the 911 Emergency Response Advisory Committee, to which Quinn Korbolic, Washoe County Technology Services, confirmed that the Committee would receive an update or a presentation on the five-year Master Plan at that meeting. Chair Cadence Matijevich, Washoe County, mentioned that the meeting, scheduled for October 22, 2026, would likely be a longer meeting.

A brief discussion ensued about whether the agenda would also include regular business items. It was determined that the master plan discussion would be agendaized to take place first to ensure occurred, and action items would be added to the agenda which could be continued if necessary. The Chair said that meeting would be the last one of the year.

9. PUBLIC COMMENT

There was no response to the call for public comment.

10. ADJOURNMENT

The meeting adjourned at 1:51 p.m.

Respectfully submitted by Derek Sonderfan, Independent Contractor