

Draft Minutes
Agenda
HxGN OnCall Suite Managers Board Meeting
Reno City Hall, 7th Floor Conference Room
Friday, March 1, 2024
11:00 a.m.

Meeting held in person and
Virtually via Zoom

Members: Doug Thornley, City of Reno
Eric Brown, Washoe County
Chris Crawforth, City of Sparks
Barry Duplantis, REMSA
Cody Shadle, City of Reno
JW. Hodge, City of Reno Alternate Board Member
Adam Heinz, REMSA Alternate Board Member

Staff Present: Quinn Korbolic, Washoe County
Erick Willrich, Washoe County
Chandeni Sendall, City of Reno
Krysti Smith, City of Reno

A. Introductory Items

A.1 Call to Order/Roll Call

City of Reno staff member Krysti Smith called the meeting to order at 11:11 a.m. and took roll. Manager Board Members present were Eric Brown, Washoe County; Chris Crawforth, City of Sparks; Barry Duplantis, REMSA; Cody Shadle, City of Reno. Doug Thornley, City of Reno, was absent. Alternate members present were JW Hodge, City of Reno; and Adam Heinz, REMSA (virtual).

Also present at the meeting were Sheryl Contois, Federal Engineering; Quinn Korbolic, Washoe County; Erick Willrich, Washoe County; Chandeni Sendall, City of Reno; and City of Reno staff liaison Krysti Smith.

A.2. Public Comment

None

A.3 Approval of Agenda (For Possible Action)

Upon motion from Member Brown and a second by Member Duplantis, the agenda for the March 1, 2024 meeting was approved unanimously.

B. Consent Agenda

None

C. Business Items

C.1 Discussion and potential appointment of one individual as the HxGN OnCall Suite Managers Board meeting Chair from the following board members: Eric Brown, Washoe County; Chris Crawforth, City of Sparks; Doug Thornley, City of Reno (For Possible Action)

Member Hodge shared that the Executive Board had selected their Chair and Vice Chair and introduced Member Shadle as the Chair of the Executive Board. Member Crawforth nominated Eric Brown to the Chair position of the board. Upon acceptance of the nomination, **Member Crawforth moved to nominate Member Brown as Chair, seconded by Member Hodge, which was approved unanimously.**

At that point in the meeting, Chair Brown took control of the meeting.

C.2 Discussion and potential appointment of one individual as the HxGN OnCall Suite Manager Boards meeting Vice Chair from the following board members: Eric Brown, Washoe County; Chris Crawforth, City of Sparks; Doug Thornley, City of Reno (For Possible Action)

Member Hodge nominated Member Crawforth to the position of Vice Chair. Upon acceptance of the nomination, **Member Hodge moved to nominate Member Crawforth to the Vice Chair position, which was seconded by Member Brown. The motion was approved unanimously.**

C.3 Review, discussion, and possible action of the annual operating budget not to exceed \$1,930,527 for the Fiscal Year 2024-2025 for the HxGN OnCall Suite submitted by the Executive Board. (For Possible Action)

At Vice Chair Crawforth's request, Quinn Korbolic of Washoe County Technology Services, made a presentation regarding the proposed budget. He provided information on CAD/RMS project funding, how it is set up and will be used in the future, project implementation and project milestones and payments. He referenced the execution of the governance agreement that designated Washoe County as fund manager for the CAD/RMS HxGN project. The County created a special revenue fund for the RMS portion of the project. 911 funds are used for the CAD portion. Partner agencies will be billed separately to help fund the RMS project. Mr. Korbolic also explained that there was approximately \$180,000 in a contingency fund to address additional training center modifications and upgrades as well as third party interface costs. Any proposed expenditures would go to the Executive Board for approval.

Member Duplantis confirmed that the budget the Board was being asked to approve was represented in Mr. Korbolic's presentation.

Member Crawforth inquired as to why Washoe County's financial participation was not included in the budget presentation. Mr. Korbolic confirmed that the County had already committed funds to the project as they have been paying project expenses since its inception. Member Crawforth confirmed that Washoe County's participation would be included in future budgets.

Member Hodge inquired as to the timing of partner agency billing. Mr. Korbolic explained that invoices would be issued on July 1 and anticipated they would be issued on a yearly basis. The agreement should be referenced to confirm the billing cycle and payment schedule. Member Hodge asked if a partner agency could pay for more than one billing cycle at a time. Mr. Korbolic advised that the payment can be a lump sum to include future billings.

With no further discussion **Member Crawforth made a motion to approve the budget with a second by Member Hodge. The motion was approved unanimously.**

C.4 Review, discussion, and possible direction for appointing the shared cost contract holder as Washoe County. (For Possible Action)

Member Hodge asked about the process for individual agency interfaces. There might be circumstances where an agency may contract with a vendor for specific services that would not benefit the other partner agencies. Mr. Korbolic advised that this would be at the preference of the Board. He explained that the County may not be able to track those types of individual transactions, but they could track contractual relationships that benefit the partner agencies as a whole. Member Hodge clarified that the Executive and Manager Boards are responsible for oversight and project management awareness. Member Shadle explained that the current primary task of the Executive Board is to develop an operations manual which will help with the administration of the system and those types of individual circumstances.

Member Hodge moved to appoint the shared cost contract holder as Washoe County. Member Duplantis seconded the motion which was approved unanimously.

D. Announcements/Reports

D.1 Update on general HxGN OnCall Suite implementation project, including, but not limited to, facility accommodations and technological accommodations, project adjustments (current/future) and the timeline. (Non-Action Item.)

Sheryl Contois, Regional Project Manager with Federal Engineering presented a history and progress report on the project. She explained that a tremendous amount of progress had been made on the project in the first 90 days. Ms. Contois identified the Public Safety Training Center as the centralized location for the project for the next 27 months. The location has a computer equipped dedicated classroom with two additional classrooms available. The space will be available for the agencies to access on a 24-hour basis.

Ms. Contois advised that the initial core teams originally set at six members for each of the applications had been expanded to 16. An additional project manager who lives in the area was added to the team.

The infrastructure for the primary site has been installed and is operational. Record Management and CAD software has been installed in primary servers. They are accessible and have been in use for a week. Data conversion and bringing legacy data from the existing system to the new system is underway. Data will be reviewed in its entirety four times over the course of the next year. The Records Management System has a substantial number of records that will need to be reviewed and team members will need to become acquainted with how things are structured within each environment.

Work is in progress on the internal workflow interfaces and on the creation of nondisclosure agreements with vendors and HxGN to allow for the sharing of very specific data on their applications.

Weekly meetings with core agency coordinators and the HxGN Project Management team have been established.

A four-month look ahead calendar has been created to allow for more detailed day-to-day planning. The team is building a base map and expanding a base map that supports all four partner agencies. The GIS team collaborated with the Information Technology team to create a map centric solution that will support CAD, mobile, and the Records Management System moving forward.

The RMS data conversion process is underway and workshops for records are in place. Having the accessibility of this system to tablets and smart phones for public safety users is an important component. The team is determining if there is enough capability in the system to expand it before the go-live date. In a demonstration there appeared to be functionality built into their handheld products that will likely support teams for all four partner agencies.

Ms. Contois explained that part of the new technology build is getting the new nomenclature and terminology finalized. Partner agencies will start to see some changes in the current environment moving forward.

Included in the plan is the building of process, addressing and response plans. This will include the discussion of change in regionalization for response plans and how calls will be distributed. This will include a mechanism to keep track of business process opportunities that will be brought forward through the governance structure for discussion and decision making.

The number of interfaces currently may change during the course of the project because of functionality of the system.

Member Duplantis asked for confirmation of the go-live date. Ms. Contois advised that the go-live date is September 25, 2025. Member Shadle explained that the project scope is 27 months, but the go-live date is actually 24 months with three months of post cut-over support.

Member Brown inquired if there is an agreement on what reporting should look like and with whom the information should be shared. Ms. Contois explained that HxGN would like that type of feedback from the Board on the level of detail and content needed. She is working with agency coordinators on the internal tracking and reporting structure. This information can be reported at a frequency requested by this and other boards. Member Hodge suggested that reporting made available to the Managers on the Board would be helpful and that the frequency should be the same as what currently exists. This would facilitate discussions with respective elected officials. Ms. Contois advised that reports are distributed on a monthly basis and that the dashboard is available for ongoing project tracking. Reports are produced on the fifth of each month and shared with the Executive Board. Member Hodge asked that the three Managers and Member Duplantis be included in the monthly report distribution.

There being no further discussion, Chair Brown thanked Ms. Contois for her presentation.

E. Public Comment

None

F. Adjournment (For Possible Action)

Chair Brown adjourned the meeting at 11:56