

Minutes

HxGN OnCall Suite Managers Board Meeting
Regional Public Safety Training Center, Room 108
Thursday, March 13, 2025
11:00 a.m.

Meeting held in person and
Virtually via Teams

Members: Eric Brown, Washoe County
Dion Louthan, City of Sparks
Barry Duplantis, REMSA
Cody Shadle, City of Reno
Jackie Bryant, City of Reno
JW. Hodge, City of Reno, Alternate Board Member
Adam Heinz, REMSA, Alternate Board Member

Staff Present: Cody Shadle, City of Reno
Quinn Korbolic, Washoe County
Erick Willrich, Washoe County
Sharon Neville, Washoe County
Jennifer Gustafson, Washoe County
Kari Estrada, Washoe County
Ajok Deng, Washoe County
Kobe Harkins, Washoe County
Mark Dunagan, City of Reno
Janet Tennant, Washoe County
Sheila Lichius, City of Sparks
Lisa Rose-Brown, City of Sparks
Donald Doepke, Federal Engineering

A. Introductory Items

A.1 Call to Order/Roll Call

Washoe County staff member Erick Willrich called the meeting to order at 11:05 a.m. and took roll. Manager Board Members present were Eric Brown, Washoe County; Dion Louthan, City of Sparks; and Cody Shadle, City of Reno. Alternate members present were JW Hodge, City of Reno; and Adam Heinz, REMSA.

A.2. Public Comment

None

A.3 Approval of Agenda (For Possible Action)

Upon motion from Member Hodge and a second by Member Louthan, the agenda for the March 13, 2025, meeting was approved unanimously.

A.4 Approval of the March 1, 2024, Meeting Minutes

Chair Brown, after consulting with DDA Gustafson, removed item A.4 from the agenda and indicated this item will be moved to the next meeting.

B. Business Items

B.1 Discussion and potential appointment of one individual as the HxGN OnCall Suite Managers Board Chair and one individual as Vice Chair for a term not to extend beyond the first meeting of the next odd numbered fiscal year (July 1 – June 30). Voting Members from Washoe County, the City of Sparks, and the City of Reno may be elected as Chair. Any member may be elected as Vice Chair. (For Possible Action).

Election of Chair - Member Hodge consulted with DDA Gustafson on the bylaws and established the re-election of the current chair. After confirmation, **Member Hodge made a motion to re-elect Chair Brown. Motion was seconded by Member Louthan, which was approved unanimously.**

Election of Vice Chair – **Chair Brown made a motion to elect Member Louthan as the Vice Chair; the item was seconded by Member Hodge and was approved unanimously.**

B.2 Review, discussion, and possible action to approve the annual operating budget in an amount not to exceed \$374,282.41 for Fiscal Year 2025-2026 for the HxGN OnCall Suite, as recommended by the Executive Board. This item includes a review and approval of the Funding Formula (Exhibit A of the Governance Agreement), which determines the percentage amount each Partner and User Agency contributes annually to the HxGN OnCall Suite based upon its proportionate use. (For Possible Action)

Quinn Korbolic of Washoe County Technology Services presented the proposed budget. The budget included a review and approval of the funding formula (Exhibit A of the governance agreement), which determines each partner and user agency's annual contribution based on proportionate use. During the presentation, Korbolic provided a detailed presentation on the fund structure, recent change orders, contingency budgeting, and agency contributions. The budget for FY 2026 was noted to be substantially lower than previous years due to the replacement of contingency funds used in prior years.

A motion was made by **Member Heinz and seconded by Member Hodge, and was unanimously approved to adopt the annual operating budget as presented.**

B.3 Review, discussion, and possible action to approve a procedural change that would allow designated staff to accept and approve changes or additions to the HxGN OnCall project with costs up to \$25,000 per item without prior approval from the HxGN OnCall Suite Executive Board, if the changes or additions are for items that are already included in the annual budget and in amounts that fall within the approved contingency budget. This change was approved by the HxGN OnCall Suite Executive Board on 04/23/2024. (For Possible Action)

The Executive Board had previously approved this change on April 23, 2024. No discussion was held by the Board.

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

B.4 Discussion and potential direction regarding the creation of a working group consisting of one appointee from each Partner Agency (to be named by each respective Partner Agency's representative on the Manager's Board) for the purpose of assessing best practices for emergency medical dispatch (EMD), including operational structures needed within the HxGN OnCall Suite, and clear protocols for partner agencies. (For Possible Action)

Member Hodge proposed establishing a working group with one appointee from each partner agency to assess best practices for emergency medical dispatch (EMD), including operational structures and protocols. DDA Gustafson informed the Board that this working group would be a separate board, would be considered a public body under Nevada's Open Meeting Law, and to operate would require its own public meeting(s). The Board agreed to proceed with the creation of the working group, acknowledging open meeting law requirements.

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

C. Announcements/Reports

C.1 Update on the 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)

Cody Shadle, City of Reno, Hexagon OnCall Suite Executive Board Chair, presented a history and progress report on the project. Hexagon is splitting into two companies (enterprise software and physical infrastructure), but no changes are expected to the project, staff, or timeline. The project status is "green" (on track), with some "yellow" risks related to third-party integrations and upcoming functional testing. The go-live date is targeted for September 9, 2025, though there are concerns about readiness for testing. Two major change orders have been processed, resulting in new functionality and expanded licensing. The main risk areas are third-party integrations and the need to coordinate with the Sheriff's Office's separate jail management system project. The next steps include analytics sessions, disaster recovery site setup, finalizing interfaces, and moving into testing and training. Communication with Hexagon has been positive and responsive. Board members asked questions about project contacts, sharing updates with councils, and support needs. Cody Shadle agreed to share the presentation and provide updates to councils after clarifying the testing schedule.

Chair Brown requested contact information for the lead executive contact with Hexagon.

Question from Chair Brown about responsiveness from Hexagon, Cody responded with no requirements at this time. If pressure is required, he will reach back out to the Managers Board.

Chair Brown and Member Hodge requested that another round of presentations be provided to the Elected Councils and Boards. Member Hodge asked if the Managers would like a presentation to each regional governing body.

There being no further discussion, Chair Brown thanked Cody Shadle for his presentation.

E. Public Comment

None

F. Adjournment (For Possible Action)

Chair Brown adjourned the meeting at 11:42 am

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