

911 Emergency Response Advisory Committee

Minutes

THURSDAY ~ JULY 16, 2015 ~ 1:30 P.M.
REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA

MEMBERS

Chris Maples, Chair
Daniel Johnson, Vice-chair
Mike Brown
Rob Larson
Duane Meyer
Aaron Kenneston
Teresa Wiley

1. CALL TO ORDER AND ROLL CALL [Non-action item]

Chair Maples called the meeting to order at 1:32 p.m. A quorum was established.

PRESENT: Mike Brown, Aaron Kenneston, Rob Larson, Chris Maples, and Duane Meyer. Teresa Wiley joined the meeting at 1:50 p.m.

ABSENT: Daniel Johnson.

Jen Gustafson – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF MINUTES [For possible action] – May 7, 2015

Hearing no public comment Chair Maples asked for board discussion or a motion.

It was moved by Member Brown, seconded by Member Meyer, to approve the May 7, 2015, minutes as submitted. The motion carried: Members Brown, Kenneston, Larson, Meyer and Chair Maples assenting; and Members Johnson and Wiley absent.

4. REVENUE/PAYABLES AND ENDING FUND BALANCE REPORTS [For possible action] – A review, discussion and possible action to accept the Revenue/Payables and Uncommitted Ending Fund Balance reports.

Annette Van Der Wall – Technology Services, provided an overview of the Trunk Line, Surcharge and projected ending fund balance. Ms. Van Der Wall explained that there was a \$510,000.00 carry-over to FY (Fiscal Year) 2015-2016 and that all but approximately \$250,000.00 of the 2015-2016 anticipated funding had been encumbered for Purchase order issued for the Cities of Reno, Sparks, Washoe County, AT&T, Voiance and Intrado as well as Robert Cox for transcription services. Ms. Van Der Wall drew attention to an increase in fees paid to Intrado due to the addition of a recording solution by Intrado.

Hearing no public comment Chair Maples asked for board discussion or a motion.

It was moved by Member Meyer, seconded by Member Larson, to accept the Revenue/Payables and Ending Fund Balance reports, as submitted. The motion carried: Members Brown, Kenneston, Larson, Meyer and Chair Maples assenting; and Members Johnson and Wiley absent.

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5. **REQUEST FOR REIMBURSEMENT FOR TRAVEL AND TRAINING FOR THE RENO, SPARKS AND WASHOE COUNTY PSAP'S (Public Safety Answering Point) TO ATTEND:** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request for reimbursement for travel and training for the three (3) PSAP's to attend the following training conferences: 1) APCO (Association of Public Safety Communication Officials) training in - August 16-19, 2015; 2) TriCon (formerly TUG (Tiburon Users Group) - February 28 to March 2, 2016; 3) Navigator - April 27-29, 2016; and 4) NENA (National Emergency Number Association) – Date and location to be announced.*

Chair Maples suggested that in the absence of supporting documentation the agenda item be continued until the next regular meeting in September 17, 2015.

Member Meyer pointed out that the 911 Emergency Response Advisory Committee regularly considers action on such items and suggested a brief review of the staff report provided (copy on file) at today's (July 16, 2015) meeting.

Chair Maples stated he would leave the decision on the matter up to the board.

Member Meyer concurred the staff reports should be submitted a minimum of two (2) weeks in advance of the regular meeting. However, in this instance this is a matter that the board considers on a regular basis.

It was moved by Member Meyer, seconded by Member Brown, to move forward with action on agenda item 5 at this meeting (July 16, 2015). The motion carried: Members Brown, Kenneston and Meyer assenting; Member Larson and Chair Maples dissenting; and Members Johnson and Wiley absent.

The meeting recessed at 1:41 p.m. and reconvened at 1:43 p.m., to provide an opportunity for members to review the staff report submitted.

Chair Maples opened public comments.

Susy Rogers – Reno ECOMM, apologized for the lack of a staff report and questioned who had submitted the agenda item for consideration. Ms. Rogers noted that in the past the requests were submitted to this body for approval with a not to exceed maximum amount. Ms. Rogers noted that one of the conferences is set for February 2016. However, airfares are not set that far in advance. Additionally, pertinent information for the upcoming APCO (Association of Public Safety Communication Officials) conference was not available before the end of FY (Fiscal Year) 2014-2015 and had to be delayed until FY 2015-2016 started. The intent of this particular agenda item was to seek approval for all upcoming conference/training opportunities during FY 2015-2016 without having to make multiple requests. Ms. Rogers noted that a request for funding for the TriCon Conference in February 2016 will be brought forward at the September (2015) meeting.

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Ms. Van Der Wall noted that non-county employee travel/training expenditures require BCC (Board of County Commissioners) approval. In the past the practice has been to request a budget amount for travel training for all three (3) PSAP's (Public Safety Answering Point) with each agency then submitting receipts for reimbursement. Ms. Van Der Wall further explained that the 911 Advisory Committee changed that process and staff reports are required prior to travel even with a blanket travel/training budget approval.

Gary Beekman – Washoe County Technology Services, explained that the intent is to provide better tracking of travel/training expenditures.

Teresa Wiley joined the meeting 1:50 p.m.

During the discussion it was noted that while a collective request may be submitted, individual agencies may also submit requests individually. Other discussion pointed out that no additional travel/training request would be approved once the total budget amount was expended. It was reiterated that the only additional requests that would go back to the BCC for authorization once a blanket budget was approved, was the reimbursement of non-county employee expenses.

Jen Gustafson – Deputy District Attorney, explained that as an advisory board to the BCC the 911 Emergency Response Advisory Committee could make recommendations for expenditure of Enhanced 911 Surcharge funds, which would then be considered and approved or rejected by the BCC.

Member Wiley recalled that the board had previously approved an annual travel/training budget with a requirement for each agency to submit for reimbursement. However, given the board's current meeting schedule it is prudent to seek a blanket approval for upcoming training opportunities and then return with a request for reimbursement. Member Wiley pointed out that agencies are aware that reimbursement after the conference may be denied.

Ms. Van Der Wall noted that the FY 2015-2016 travel/training budget had not been submitted to the BCC for approval. However, a request can be developed that will be generic enough to approve travel training for APCO and NENA training with employee approval done separately.

Responding to Mark Katre's question about travel training funds, Ms. Van Der Wall estimated recalling that the budget allocation included funds for registration and seminars at \$12,000.00 each and travel at \$20,000.00.

Mr. Beekman noted that he believes the total travel/training budget available is \$48,000.00, which is typically disbursed by this body.

It was moved by Member Brown, seconded by Member Meyer, to approve August 16-19, 2015, APCO (Association of Public Safety Communication Officials) training. The motion carried: Members Brown, Larson, Meyer, Kenneston, Wiley and Chair Maples assenting; and Member Johnson absent.

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6. **REVIEW REVERSE 911 CAPABILITIES AND FUNDING** [For Possible Action] – *An ongoing review, discussion and possible action to approve, deny or otherwise modify a funding request for a Regional “Reverse 911” notification capabilities and approve a request for funding in the amount of \$10,000 per year for the next three years to continue the regional PSAP (Public Safety Answering Point) mass notification system.*

Aaron Kenneston – Washoe County Emergency Manager, provided an overview of the request and outlined the number of activations by Washoe County Court System, law enforcement and other. During the recent Incline Village exercise a number of concerns were identified and reviewed with the vendor. Member Kenneston noted that he will continue to meet with the dispatch centers to develop a more refined review process for such services in the future. Member Kenneston then explained that while the vendor prefers a 3-year contract there is an opt-out clause that allows the region an opportunity to discontinue the CodeRed service annually. Currently, the cost is set at \$10,000.00 annually and Member Kenneston will bring any cost increase to this body for review. Additionally, the services being provided can be modified to address any issues that may arise in the future. Member Kenneston emphasized that there is no restriction on modifications.

Hearing no public comment Chair Maples asked for a motion.

It was moved by Member Wiley, seconded by Member Meyer, to approve funding in the amount of \$10,000 for one (1) year of a three (3) year contract, with an opt-out clause to continue the regional PSAP (Public Safety Answering Point) mass notification system. The motion carried: Members Brown, Larson, Meyer, Kenneston, Wiley and Chair Maples assenting; and Member Johnson absent.

7. **911 EMERGENCY RESPONSE ADVISORY COMMITTEE BYLAWS** [For possible action] – *A review, discussion and possible action to amend the 911 Emergency Response Advisory Committee Bylaws.*

Jen Gustafson – Deputy District Attorney, asked that the matter be continued to the September 17, 2015, meeting.

It was moved by Member Brown, seconded by Member Meyer, to continue 911 Emergency Response Advisory Committee Bylaws until the September 17, 2015, meeting. The motion carried: Members Brown, Larson, Meyer, Kenneston, Wiley and Chair Maples assenting; and Member Johnson absent.

8. **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 at 1:30 p.m., September 17, 2015.*

The September 17, 2015, meeting agenda, may include, but is not limited to: 1) Travel/training funding request process; 2) Reimbursement of APCO (Association of Public Safety Communication

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Officials) costs incurred by Washoe County Sheriff's Office attendees to the August APCO (Association of Public Safety Communication Officials) training by North Lake Tahoe Fire Protection District; and 3) Review, discussion and possible action to approve, deny or otherwise modify a travel training funding request to attend the 2016 TriCon Conference.

9. PUBLIC COMMENT [Non-action item]

There were no public comments.

10. ADJOURNMENT [Non action item]

Chair Maples adjourned the meeting at 2:23 p.m.

**AS APPROVED BY THE EMERGENCY 911 ADVISORY COMMITTEE IN SESSION ON
SEPTEMBER 17, 2015.**