

# 911 Emergency Response Advisory Committee

## Minutes

**THURSDAY ~ MAY 7, 2015 ~ 1:30 P.M.**  
**REGIONAL EMERGENCY OPERATIONS CENTER**  
**5195 SPECTRUM BOULEVARD, RENO, NEVADA**

### MEMBERS

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

**ABSENT:** Mike Brown and Daniel Johnson.

Jen Gustafson – Deputy District Attorney, was also present.

Chair Maples introduced Rob Larson, representing the City of Reno.

Member Larson noted that he is happy to be a member of the board and looks forward to learning.

#### **2. PUBLIC COMMENTS [Non-action item]**

There were no public comments.

#### **3. APPROVAL OF MINUTES [For possible action] – March 19, 2015**

Hearing no public comments Chair Maples asked for Board discussion or a motion

Member Meyer noted that Member Kenneston was present albeit a late arrival and asked that his attendance be noted with other board members.

***It was moved by Member Meyer, seconded by Member Wiley, to approve the March 19, 2015, minutes as amended. The motion carried: Members Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; and Members Brown and Johnson 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.**

Gary Beekman – Washoe County Technology Services, drew attention to the report previously distributed and noted that the project ending fund balance is \$671,899.00.

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

Chair Maples drew attention to the funding requests on today's (May 7, 2015) agenda that total ±\$241,000.00, which may result in reducing the ending fund balance below the established minimum approved by this body. Chair Maples noted that the City of Reno request for GIS (Geographical

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Information System) positions had been approved at the January meeting but the agenda, motion and staff report from the City of Reno reflect fiscal year 2014/2015 rather than 2015/2016 and has already been encumbered. The City of Sparks request is also for fiscal year 2015/2016.

Hearing no further public comment, Chair Maples asked for Board discussion or a motion.

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

- 5. REQUEST FOR REIMBURSEMENT FOR TECHNICAL RESOURCES TO SUPPORT GIS (Geographic Information System) SERVICES TO SUPPORT E-911** [For possible action] – *A review, discussion and possible action to recommend that Board of County Commissioners (BCC) approve a City of Reno (Nevada) request for reimbursement of projected Fiscal Year 2015-2016 salaries and benefits for one (1) GIS Technician – salary \$55,759.00 and benefits \$26,279.00 and one-half GIS Analyst salary \$44,521.00 and benefits \$20,573.00 for a total reimbursement not to exceed \$147,163.00.*

Chair Maples opened the agenda item and pointed out that this was approved at the January 23, 2015, meeting and that this action will correct the fiscal year from 2014/2015 to 2015/2016.

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

***It was moved by Member Wiley, seconded by Member Larson, to recommend that to recommend that Board of County Commissioners (BCC) approve a City of Reno (Nevada) request for reimbursement of projected Fiscal Year 2015-2016 salaries and benefits for one (1) GIS Technician – salary \$55,759.00 and benefits \$26,279.00 and one-half GIS Analyst salary \$44,521.00 and benefits \$20,573.00 for a total reimbursement not to exceed \$147,163.00. The motion carried: Members Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; and Members Brown and Johnson absent.***

- 6. RADIO CONSOLE PURCHASE FOR WASHOE COUNTY DISPATCH** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request to fund five (5) Symphony Consoles for the Washoe PSAP (Public Safety Answering Point) at a cost not to exceed \$225,000.00.*

Clay Griffin – Washoe County PSAP (Public Safety Answering Point), noted that the cost had been reduced from \$225,000.00 to \$161,297.40 for a total of four (4) stations.

Responding to Member Kenneston's inquiry about whether the Reno and Sparks PSAP's (Public Safety Answering Point) would be seeking similar funding for console upgrades, Suzy Rogers – Reno ECOMM, commented that all three (3) PSAP's would be upgraded and that the City of Reno had already purchased nine (9) dispatch consoles, which is waiting for installation and programming. Ms. Rogers noted that the City of Reno may submit a request for reimbursement for the terminals.

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Member Wiley noted that the City of Sparks would also submit a request for reimbursement.

Hearing no other public comments, Chair Maples asked for Board discussion or a motion.

Member Meyer pointed out that the equipment is a critical component for incoming 911 calls to dispatch first responders (police and fire) and is part of the equipment that may be purchased using Enhanced 911 Surcharge funds.

***It was moved by Member Wiley, seconded by Member Kenneston, recommend that the Board of County Commissioners approve the funding of four (4) Symphony Consoles for the Washoe PSAP (Public Safety Answering Point) for four (4) Harris Dailey Wells Symphony Consoles at a cost not to exceed \$161,297.40. The motion carried: Members Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; and Members Brown and Johnson absent.***

7. **REQUEST FOR REIMBURSEMENT FOR TRAVEL AND TRAINING TO ATTEND THE NAVIGATOR CONFERENCE FOR SPARKS PSAP (Public Safety Answering Point)** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request for reimbursement for travel and training in an amount not to exceed \$3,121.68 for Stephanie Buck and Lisa Buckles to attend the 2015 Navigator Conference.*

Member Wiley outlined the travel/training funding request to send two (2) individuals to the 2015 Navigator Conference at a cost not to exceed \$3,121.68.

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

***It was moved by Member Meyer, seconded by Member Larson, to approve a City of Sparks request for reimbursement for travel and training in an amount not to exceed \$3,121.68 for Stephanie Buck and Lisa Buckles to attend the 2015 Navigator Conference. The motion carried: Members Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; and Members Brown and Johnson absent.***

8. **REQUEST FOR REIMBURSEMENT FOR SIX (6), 911 DISPATCHER HEADSETS FOR SPARKS PSAP (Public Safety Answering Point)** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request for reimbursement in an amount not to exceed \$529.20 for the purchase of 6 headsets.*

Member Wiley outlined the request to fund replacement headsets at a cost not to exceed \$529.20.

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

Responding to Member Meyer's inquiry about the need to fund replacement headsets on an ongoing basis, Suzy Rogers – Reno ECOMM (Emergency Communications Center), explained that only certain types of headsets can be used with the Intrado and radio system. Ms. Rogers pointed out that the headsets are used on a daily basis and that the City of Reno maintains a cache of replacement paid for from their annual budget.

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Clay Griffin – Washoe County PSAP (Public Safety Answering Point), explained that the Washoe County PSAP also replaces headset out of their operating budget. Mr. Griffin emphasized that while the headsets are not “delicate” the headsets are in constant use, which contributes to a shorted life cycle.

***It was moved by Member Kenneston, seconded by Member Wiley, to approve a City of Sparks request for reimbursement in an amount not to exceed \$529.20 for the purchase of six (6) headsets. The motion carried: Members Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; and Members Brown and Johnson absent.***

9. **REVIEW REVERSE 911 CAPABILITIES AND FUNDING** [For Possible Action] – *A 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 \$12,000 per year for the next three years, and authorize Technology Services issue a Request for Proposal (RFP) for FFY-2016 to continue the regional PSAP (Public Safety Answering Point) mass notification system.*

Member Kenneston outlined the request noting that he wishes to work with partner agencies in a review of Reverse 911 capabilities. Member Kenneston recalled the initial purchase of equipment and software in 1997 after the New Year’s Flood that was ultimately not cost effective. Member Kenneston explained that his intent is to work with various partners in the community to identify a reverse 911 subscription service that meets the needs of the region. Member Kenneston noted that the 911 Emergency Response Advisory Committee had provided funding for the CodeRed subscription service, that is due to expire in September (2015). Typically the call system is used in drills and exercises but has been effective during actual emergencies such as the Washoe and Caughlin fires and recent bear sighting in Incline Village (Nevada). In 2009 the Incline Village PSAP (Public Safety Answering Point) became the primary operator of the system. Member Kenneston explained that the service will call all landlines included in the Intrado database and that individuals may register their cellular number by going to [www.readywashoe.com](http://www.readywashoe.com) and clicking on the link to register a device with CodeRed: <https://public.coderedweb.com/CNE/169EBBD0A3AE>. As the discussion continued it was suggested that the matter be tabled until the July 16, 2015, meeting to provide an opportunity to develop specific vendor recommendations and costs for consideration. Other discussion noted that \$20,000.00 had been budgeted for FY (Fiscal Year) 2015/2016 to cover reverse 911 subscription service costs.

Jen Gustafson – Deputy District Attorney, outlined the exceptions to the RFP (Request for Proposal) process and opined that this falls under the exceptions allowed for communications.

***It was moved by Member Meyer, seconded by Member Wiley to direct that Aaron Kenneston – Washoe County Emergency Manager, identify specific vendor quote to bring to the 911 Emergency Response Advisory Board in conjunction with the managers of the three (3) PSAP’s (Public Safety Answering Point) (Reno, Sparks and Washoe County). The motion carried: Members Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; and Members Brown and Johnson absent.***

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- 10. REQUEST FOR FUNDING FOR SALARY AND BENEFITS SUPPORTING E911 CITY OF SPARKS AND REGIONAL GIS SERVICES** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with one E911 GIS Public Safety Specialist at the City of Sparks Police Department for a cost not to exceed \$79,219.00.*

Doug Campbell – City of Sparks, provided an overview of the request noting that there is a large amount of data that needs to be developed in conjunction with the City of Reno and Washoe County. Mr. Campbell noted that Washoe County is providing a significant amount of support and that the fiscal impact of the request is not to exceed \$79,219.00 based on City of Sparks Human Resources recommendations.

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

During the discussion it was noted that the Enhanced 911 Surcharge funds 1.5 FTE (Full Time Equivalent) positions for the City of Reno as well as a .5 FTE MSAG (Master Street Address Guide) for Washoe County. As the discussion continued, it was emphasized that, if approved, the City of Sparks position would provide additional personnel to assist regional partners in GIS mapping and maintenance as the region begins to grow again. Other discussion noted that the mapping includes multiple data layers and that the City of Sparks has multiple industrial areas that need physical inspection to confirm address specifics that address public safety issues. It was pointed out that the City of Sparks project is tied to the recent upgrade to the Tiburon system. Other discussion noted that Washoe County staffing may have less time to work on regional GIS issue due to other projects since the positions are funded from the County's General Fund. It was noted that the City of Sparks part-time position comes to an end on June 30, 2015 and that the intern has been working 29 hours per week.

Suzy Rogers – Reno ECOMM, noted that while she applauds the City of Sparks efforts to add more detail to industrial addresses, the City of Reno does not go to that level of detail.

Mr. Campbell noted that there had been a series of meetings with Reno and Washoe County on what is currently being done and what agency will implement each phase.

Member Wiley stated that if the request is approved she and City of Sparks staff will work with Daniel Johnson – City of Reno.

Member Kenneston noted his support for each jurisdiction to have staff dedicated to the regions mapping.

***It was moved by Member Wiley, seconded by Member Kenneston, to approve funding one (1) E911 GIS Public Safety Specialist at the City of Sparks Police Department at a cost not to exceed \$79,219.00. The motion carried: Members Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; and Members Brown and Johnson absent.***

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The meeting recessed at 2:27 and reconvened at 2:31 p.m.

- 11. APPOINTMENT OF A 911 SUBCOMMITTEE** [For possible action] – *A review, discussion and possible action to create a subcommittee, consisting of PSAP (Public Safety Answering Point) managers and Technology Services staff, to provide guidance and recommendations to the 911 Emergency Response Advisory Committee on Strategic Plan Funding Priorities and Objectives.*

Chair Maples provided an outline of the agenda item to appoint committee to assist in the identification of Strategic Plan Funding Priorities and Objectives. The intent is to develop additional information on how future funding and equipment expenses will benefit the region as a whole.

Jenn Gustafson – Deputy District Attorney, opined that any Subcommittee or Working Group would be required operate under the Nevada Open Meeting Law (OML).

Chair Maples stated that his intent had been to simplify rather than complicate the process.

Member Kenneston commented that he supported the concept as he believes it is important to have subject matter experts in the development of unified solutions and viable alternatives. Member Kenneston believes that funding requests should be vetted before coming to the 911 Emergency Response Advisory Committee.

Member Meyer commented that while he does not disagree he believes the board can give direction that future staff reports need to provide additional detail to assist the board in making informed decisions.

Chair Maples commented that perhaps the staff report should include information on anticipated funding needs that might be brought forward at future date.

Suzy Rogers – Reno ECOMM, noted that bylaws are the responsibility of the board and that smaller groups of 3 or fewer members have worked on issues in the past.

Member Kenneston drew attention to his concerns about what is deemed a walking quorum or serial meeting.

Ms. Gustafson noted that a violation of the OML (Open Meeting Law) can occur when a member speaks to other members individually about an item that will come before the board for action. If the individual members collectively constitute a quorum, a violation of the OML occurs.

Member Meyer commented that, in his opinion, PSAP (Public Safety Answering Point) Managers should step forward if there is an issue with any funding request.

Chair Maples concurred that if there are issues other agencies should make their concerns known.

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***It was moved by Member Meyer, seconded by Chair Maples, to not pursue appointment of a 911 Subcommittee. The motion carried: Members Kenneston, Larson, Meyer, Wiley and Chair Maples assenting; and Members Brown and Johnson absent.***

- 12. REVIEW OF THE 5-YEAR MASTER PLAN TO SET PRIORITIES FOR FISCAL YEAR 2015-2016** [For possible action] – *An ongoing review, discussion and possible action to develop priorities for the FY 2015-2016 as required by the 5-year Master Plan.* Jen Gustafson – Deputy District Attorney

Jen Gustafson – Deputy District Attorney, noted that this is continuation of a priorities discussion identified in the 5-year Master Plan. Ms. Gustafson noted that additional information provided by Stu Cronan – The Galena Groups, Inc., was very helpful. Ms. Gustafson suggested that the matter be added to the meeting agenda in January of each year.

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

No specific action was taken.

- 13. 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., July 16, 2015.*

Jen Gustafson – Deputy District Attorney, commented that there appear to be a number of versions of the by-laws which are not dated. Ms. Gustafson will further research the matter and bring a consolidated/updated version of by-laws to the July 16, 2015, meeting.

- 14. PUBLIC COMMENT** [Non-action item]

Craig Betts – CIO (Chief Information Officer), noted that over the course of the next year the resources dedicated to GIS and Tiburon should be evaluated as the support provided by the positions funded from the County General Fund cannot be guaranteed in the future.

Chair Maples commented that he believes that perhaps a position should be funded for each agency.

- 15. ADJOURNMENT** [Non action item]

Chair Maples adjourned the meeting at 2:49 p.m.

**AS APPROVED BY THE 911 EMERGENCY RESPONSE ADVISORY COMMITTEE IN SESSION ON July 16, 2015.**