

911 Emergency Response Advisory Committee

Minutes

THURSDAY ~ NOVEMBER 19, 2015 ~ 1:30 P.M.
REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA

MEMBERS

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

1. **CALL TO ORDER AND ROLL CALL AND INTRODUCTION OF NEW MEMBER** [Non-action item]

Chair Maples called the meeting to order at 1:30 p.m. A quorum was established.

PRESENT: Rob Larson, Chris Maples, Duane Meyer, Suzy Rogers and Teresa Wiley.

ABSENT: Mike Brown and Aaron Kenneston.

Jennifer 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] – *September 17, 2015*

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

It was moved by Member Wiley, seconded by Member Rogers to approve the September 17, 2015, minutes, as submitted. The motion carried: Members Larson, Meyer, Larson, Rogers and Chair Maples assenting; and Members Brown and Kenneston 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 reports noting that the current collection is 1-percent above projections at 26-percent for 3 months and that the projected ending fund balance assumes that the travel/training budget is fully expended. The Year Ending Fund balance is currently projected at \$584,943.00 and that the reimbursement to North Lake Tahoe Fire Protection District was less than anticipated resulting in roughly \$2,000.00 less expenses incurred in Travel & Training.

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 presented. The motion carried: Members Larson, Meyer, Larson, Rogers and Chair Maples assenting; and Members Brown and Kenneston absent.

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- 5. GIS (Geographical Information System) UPDATE ON INTRADO GREAT MIGRATION PROJECT FOR NEXTGEN E911** [Non-action item] - *An informational progress report on GIS activities related to Intrado's Great Migration Project for NextGen E911 compliance of the Washoe County MSAG (Master Street Address Guide).*

Matt Lawton – Washoe County Technology Services, provided a progress report on the Intrado NextGen compliance previously reported in September 2014, that the match rate was 51-percent. The Washoe County MSAG (Master Street Address Guide) Coordinator updated the information, which, as of this morning (November 19, 2015) shows a match rate of 92-percent. It is hoped that the match rate will be 98-percent or higher by the end of FY (Fiscal Year) 2015/2016. The report covers the Street Centerline data that is used by the CAD (Computer Assisted Dispatch) system.

Responding to Member Rogers' inquiry about matching CAD center line and whether CAD will have one or two maps, Mr. Lawton explained that he is unclear on the CAD map implications of the NextGen conversion at this time. Additionally, he believes that Intrado will likely have to provide more detail as the project progresses. The portion that is currently being worked on in updating the MSAG will likely have no impact to the CAD map since it is a very "behind-the-scenes" component of how calls are routed from the carrier to the PSAP.

- 6. RADIO CONSOLE PURCHASE FOR SPARKS POLICE DEPARTMENT DISPATCH** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request to fund six (6) Symphony Consoles for the Sparks Police Department PSAP (Public Safety Answering Point) at a cost not to exceed \$270,343.61, or a request to fund three (3) Symphony Consoles for the Sparks Police Department PSAP (Public Safety Answering Point) at a cost not to exceed \$139,103.51.*

Teresa Wiley – Sparks Police, outlined the request to replace the consoles at the Sparks PSAP (Public Safety Answering Point) that are reaching end of life making parts difficult, if not impossible to secure when issues arise. The request is for three (3) or six (6) consoles based on available funding. Responding to an inquiry about the quotes, Member Wiley explained that the quote included equipment needed to set up the consoles and was included in the information provided in the support materials.

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

Shawn Taylor stated that the consoles were the same as those installed at the Washoe County PSAP and included routers needed for the equipment. Mr. Taylor explained that while the Washoe County PSAP has redundant capabilities the Sparks PSAP has only one connection. When another path becomes available it may be possible to provide an additional microwave.

Chair Maples noted that the unit cost is about \$6,000.00 more than the units provided for the Washoe County PSAP.

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Member Rogers noted that the City of Reno may seek reimbursement for the eight (8) consoles that have already been purchased.

Chair Maples pointed out that funding of the consoles for the Sparks PSAP may result in the ending fund balance falling below the \$500,000.00 balance the board tried to maintain. Therefore, his recommendation is to fund three (3) rather than six (6) consoles.

Gary Beekman – Washoe County Technology Services, noted that the current budget has \$350,000.00 allocated for equipment capital that could be expended this fiscal year. Mr. Beekman noted that the \$350,000.00 is part of the ending fund balance.

Member Wiley commented that she believes that this could be extended into the next fiscal year since the City of Reno has not yet sought reimbursement.

A motion by Member Meyer, seconded by Chair Maples, to fund three (3) Symphony Consoles for the Sparks Police Department PSAP (Public Safety Answering Point) at a cost not to exceed \$139,103.51, was withdrawn.

Member Rogers recommended that the six (6) consoles be funded for the City of Sparks based on the available equipment capital in the current budget.

During the discussion it was explained that the \$350,000.00 for equipment will ultimately come out of the \$584,000.00 ending fund balance. Other discussion suggested that it would be prudent to wait until the next fiscal year.

It was moved by Member Meyer, seconded by Member Rogers, to approve funding for three (3) Symphony Consoles for the Sparks Police Department PSAP (Public Safety Answering Point) at a cost not to exceed \$139,103.51. The motion carried: Members Larson, Meyer, Larson, Rogers and Chair Maples assenting; and Members Brown and Kenneston absent.

7. **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., January 21, 2016.*

Annette Van Der Wall – Washoe County Technology Services, provided a copy of the line item budget that she will have distributed to all members after the meeting.

The January 21, 2016, meeting agenda, may include, but is not limited to: 1) Election of Officers: Chair; and Vice-chair; 2) Discussion of anticipated equipment needs for budgeting purposes; 3) 2016/2017 911 Emergency Response Advisory Committee budget; and 4) Presentation by Phone Recovery Services, LLC and possible consideration of action to initiate an audit of E-911 Surcharge billings and collections.

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

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Craig Harrison recommended that the board send a letter to the Governor's Office encouraging the appointment of a Statewide E-911 Coordinator. Mr. Harrison noted that grant funds were not coming to the State of Nevada, since that position had not been created and filled. Mr. Harrison explained that the grants would be available to all Counties in the State of Nevada and concurred that a similar letter should come from Clark County as well.

9. ADJOURNMENT [Non action item]

Chair Maples adjourned the meeting at 1:57 p.m.

**AS APPROVED BY THE 911 EMERGENCY RESPONSE ADVISORY COMMITTEE IN SESSION
ON JANUARY 21, 2016.**