

911 Emergency Response Advisory Committee

Minutes

Monday ~ December 12, 2016 ~ 1:30 P.M.
REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA

MEMBERS

Suzy Rogers, Chair
Aaron Kenneston, Vice-chair
Duane Meyer (at-large)
Bill Ames
Rob Larson
Jim Reid
Teresa Wiley

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

Chair Rogers called the meeting to order at 1:36 p.m. A quorum was established.

PRESENT: Bill Ames, Jim Reid, Suzy Rogers and Teresa Wiley.

ABSENT: Aaron Kenneston, Rob Larson and Duane Meyer.
Jen Gustafson – Deputy District Attorney, was also present.

Chair Rogers introduced Jim Reid from City of Sparks.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF MINUTES [For possible action] – September 15, 2016

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

It was moved by Member Reid, seconded by Member Wiley, to approve the September 15, 2016, minutes, as submitted. The motion carried: Members Ames, Reid, Wiley and Chair Rogers assenting; and Members Kenneston, Larson and Meyer 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, summarized the Revenue/Payables report and noted that the Ending fund balance would be covered under Agenda Item 5.

There was no public comment.

It was moved by Member Wiley, seconded by Member Ames, to accept the Revenue/Payables and Uncommitted Ending Fund Balance Reports, as presented. The motion carried: Members Ames, Reid, Wiley and Chair Rogers assenting; and Members Kenneston, Larson and Meyer absent.

5. FISCAL YEAR 2017-2018 BUDGET PROPOSAL [For possible action] – A review, discussion and possible action to direct staff to amend or modify the proposed FY 2017-2018 budget.

911 Emergency Response Advisory Committee – Minutes

December 12, 2016

Page 2 of 5

Quinn Korbolic – Washoe County Technology Services, provided an overview of the proposed budget noting that the unencumbered ending balance is estimated at \$588,778.97. This leaves a total of \pm \$88,778.97 that can be used through the end of FY 2016-2017. Mr. Korbolic explained that an oversight failed to transfer about \$350,000.00 to the current 2016-2017 budget. Mr. Korbolic outlined the annual revenue stream of \pm \$1.624-million and the decision by the 911 Emergency Response Advisory Committee to maintain a \$500,000.00 minimum balance. Mr. Korbolic pointed out that the trend had been to overspend the amount of revenue annually and that decisions need to be made on spending and continuing the \$500,000.00 ending fund balance. The budget proposal is designed to expend only the amount of revenue which will cover Intrado Fees, software maintenance and other expenses associated with the operation and maintenance of the 911 system.

Responding to an inquiry about the maximum amount that may be carried over each budget cycle, Jen Gustafson – Deputy District Attorney, explained that under NRS (Nevada Revised Statutes) the carryover cannot exceed \$1-million. The local board opted to maintain a lower maximum carry over of \$500,000.00 to avoid having to reduce the surcharge being collected which is currently at the maximum of \$0.25 per telephone and cellular line.

Mr. Korbolic concurred with the assessment and suggested that member may want to consider contacting the Governor's office individually about increasing the surcharge as well as the maximum \$1-million carryover without penalty. Mr. Korbolic then outlined additional expenses being covered by the fund including the GIS (Geographical Information System) personnel for the City of Reno and City of Sparks as well as the Washoe County MSAG (Master Street Address Guide) position. It appears based on historical data that the fund has covered the 3 FTE (Full Time Equivalent) salary/benefit cost for the City of Reno starting in 2007.

Annette Van Der Wall – Washoe County Technology Services, explained that in 2007 the contribution was reduced to 1.5 FTE due to a change in the workload with the City of Sparks and MSAG Coordinator for Washoe County being added after that.

Responding to Member Ames' inquiry about return those expenditures back to the governing bodies, Mr. Korbolic explained that the decision would be up to the 911 Emergency Response Advisory Committee. One of the suggested reductions is reducing the City of Reno to 1 FTE instead of 1.5 and the City of Sparks to a .5 FTE. Mr. Korbolic noted that there are several areas the Committee could consider for reduction including travel/training for training other than system maintenance such as the annual APCO Conference. Another item that could perhaps be reduced is the CodeRed expense which could be part of the annual Emergency Management budget. However, it appears that similar services are more expensive than the current CodeRed. Mr. Korbolic reiterated that there is only about \$80,000.00 left in discretionary spending for the current fiscal year unless a decision is made to lower the minimum ending balance.

During the discussion it was explained that the Cities of Reno and Sparks typically submit funding requests at the January meeting at which time the budget is approved for recommendation to the BCC (Board of County Commissioners).

911 Emergency Response Advisory Committee – Minutes

December 12, 2016

Page 3 of 5

Member Wiley noted that a reduction in the FTE for the City of Sparks would adversely impact the ability to handle the existing workload.

Rishma Khimji noted that there would also be detrimental effect on the City of Reno's ability to provide backup during special events with a .5 FTE reduction. Ms. Khimji pointed out that the City of Reno is also shrinking budgets citywide.

Ms. Gustafson opined that if the board determines there is a need for additional information the item may be continued pending receipt of the requested information.

Member Ames suggested that the budget be revised to show the difference when the FTE positions, travel/training and CodeRed expenditures are reduced or removed.

Member Wiley asked that a report on non-recurring costs be provided as well.

It was moved by Member Ames, seconded by Member Reid, to continue Agenda Item 5 Fiscal Year 2017-2018 Budget Proposal until the January 19, 2017, meeting. The motion carried: Members Ames, Reid, Wiley and Chair Rogers assenting; and Members Kenneston, Larson and Meyer absent.

6. 5 YEAR MASTER PLAN (JANUARY 2018) – A continuing review, discussion and possible action to begin the process for finding a vendor to update the 5 Year Master Plan, which expires January 2018.

Craig Betts – Washoe County Technology Services, noted that Galena Group has indicated they could update the 5-Year Master Plan at the same or somewhat lower costs based on the 2012 Scope of Work (copy on file). Mr. Betts noted that the report is from 2012 and that Mr. Cronan had utilized additional resources at that time that would not be used for the 2018 update.

Member Wiley suggested that a new proposal be submitted rather than a verbal one to assure the scope of work and costs.

Mr. Betts stated he would convey that request to Mr. Cronan.

It was moved by Member Wiley, seconded by Member Ames to continue Agenda Item 6. 5-Year Master Plan (January 2018) until the January 19, 2017 meeting. The motion carried: Members Ames, Reid, Wiley and Chair Rogers assenting; and Members Kenneston, Larson and Meyer absent.

7. Tri-Tech CAD-to-CAD Interface [For possible action] – A continuing review, discussion and possible action to approve the purchase of a Tri-Tech CAD-to-CAD Interface to interconnect the three primary PSAPs (Public Safety Answering Point) with REMSA's (Regional Emergency Medical Services Authority) CAD systems in an amount not to exceed \$66,000.00.

911 Emergency Response Advisory Committee – Minutes

December 12, 2016

Page 4 of 5

Rishma Khimji – City of Reno, commented that the City of Reno is seeking a regional solution that will allow all three PSAP's (Public Safety Answering Point) to communicate with REMSA (Regional Emergency Medical Services Authority) on a cad-to-cad basis. Ms. Khimji explained that she is seeking pre-approval so that the process can move forward and will seek reimbursement on completion of the project.

Responding to Member Reid, Quinn Korbolic – Washoe County Technology Services, explained that while there are funds available the expense was not included in the proposed budget and could have a negative impact on the region's ability to maintain the \$500,000.00 reserve balance.

Responding to Member Wiley's question about the final costs, Ms. Khimji explained that the maximum cost would be \$66,000.00 for the primary PSAP's and would result in a system that can be activated on complete by a "flip of the switch". Ms. Khimji noted that she had conveyed Member Ames' concern to Tiburon and has not yet received a response. In part the schedule is based on direction from the Reno City Council and Mayor and is the same scope of work provided at the September meeting. Ms. Khimji explained that the vendor needs a 50-percent deposit to being the process with the remaining 50-percent due on completion.

There were no public comments and no specific action was taken.

8. **IP Console Footswitch Purchase** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request to purchase 21 Footswitch Units to be installed into the IP Based Symphony Consoles being deployed at the Washoe County, City of Reno, and City of Sparks 911 Dispatch Centers, cost not to exceed [\$5,000.00].*

Quinn Korbolic – Washoe County Technology Services, noted that in the original purchase of IT Consoles for Reno, Sparks and Washoe County PSAP's (Public Safety Answering Point) did not include the second foot pedal for the 21 consoles.

Shawn Taylor – Regional Communications Coordinator noted that the total cost was quoted at \$4,900.00 with the agenda item being rounded up.

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

It was moved by Member Wiley, seconded by Member Ames, to approve the purchase 21 Footswitch Units to be installed into the IP Based Symphony Consoles being deployed at the Washoe County, City of Reno, and City of Sparks 911 Dispatch Centers, at a cost not to exceed [\$5,000.00]. The motion carried: Members Ames, Reid, Wiley and Chair Rogers assenting; and Members Kenneston, Larson and Meyer absent.

9. **PHONE RECOVERY LLC CONTRACT** (Non-action item) – *An informational update on Phone Recovery Services proposed contract for services to identify and recover unremitted 911 surcharge fees within Washoe County.*

911 Emergency Response Advisory Committee – Minutes

December 12, 2016

Page 5 of 5

Chair Rogers drew attention to the report submitted by Member Kenneston (copy on file) that indicates the Washoe County Manager will consider bringing the matter to the BCC. However, based on action taken by the BCC on a similar issue in the past it is unlikely that a collection of back taxes would be approved and would affect the amount of compensation being sought.

There were no public comments.

- 10. 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 19, 2017.*

The January 19, 2017, meeting agenda may include, but is not limited to: 1) Election of Officers: Chair and Vice-chair; 2) Travel Training for the February 2017 TriTech conference; and 3) Review and discussion of the 2017-2018 budget.

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

Annette Van Der Wall – Washoe County Technology Services, suggested that quotes for travel/training be brought to the January 19, 2017, meeting along with quotes for any other non-recurring costs.

During a brief discussion it was suggested that a special meeting be called to fully review the 2017-2018 budget before the January 19, 2017, meeting.

- 12. ADJOURNMENT** [Non action item]

Chair Rogers adjourned the meeting at 2:29 p.m.

AS APPROVED BY THE 911 EMERGENCY RESPONSE ADVISORY COMMITTEE IN SESSION ON JANUARY 31, 2017.