

# 911 Emergency Response Advisory Committee

## **DRAFT of Minutes**

**Tuesday, January 31, 2017 ~ 1:30 P.M.**  
**REGIONAL EMERGENCY OPERATIONS CENTER**  
**5195 SPECTRUM BOULEVARD, RENO, NEVADA**

### **MEMBERS**

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

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

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

**PRESENT:** Bill Ames, Aaron Kenneston, Rob Larson, Duane Meyer, Jim Reid, Suzy Rogers and Teresa Wiley.

**ABSENT:** None.

Jen Gustafson – Deputy District Attorney, was also present.

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

There were no public comments.

#### **3. ELECTION OF OFFICERS [For possible action] – 1) Chair; and 2) Vice-chair.**

Chair Rogers opened the nominations for Chair

***Chair Rogers nominated Bill Ames as Chair, seconded by Member Meyer.***

Member Ames accepted the nomination.

There were no public comments or other nominations.

***The nomination to elect Bill Ames as Chair of the 911 Emergency Response Advisory Committee carried unanimously.***

Chair Rogers turned the meeting gavel to Bill Ames.

Chair Ames opened nominations for Vice-chair.

***Member Reid nominated Teresa Wiley as Vice-Chair, seconded by Member Rogers.***

Member Wiley accepted the nomination.

There were no public comments or other nominations.

The nomination to elect Teresa Wiley as Vice-chair of the 911 Emergency Response Advisory Committee carried unanimously.

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## 5. 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. [Taken out of agenda order]

Annette Van Der Wall – Technology Services, explained that this was the monthly report on revenues/payable report and that the 2017/2018 budget would be covered under a separate agenda item. Ms. Van Der Wall explained that the variance in the revenues report is, in part, due to some vendors only paying quarterly, rather than monthly as required under NRS (Nevada Revised Statutes). Ms. Van Der Wall noted that she had notified vendors of the NRS requirements and that some had limited amount of remittance.

Jen Gustafson – Deputy District Attorney, commented that Washoe County staff can remind vendors of the legal obligation.

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

***It was moved by Member Rogers, seconded by Member Wiley, to accept the revenue and payable reports, as presented. The motion carried unanimously.***

Chair Ames opened agenda item 4.

## 4. APPROVAL OF MINUTES [For possible action] – December 12, 2016 and January 3, 2017.

Hearing no public comment, Chair Ames asked for board comments or a motion.

***It was moved by Member Meyer, seconded by Member Reid, to approve the December 12, 2016, and January 3, 2017, minutes, as submitted. The motion carried unanimously.***

## 6. CITY OF RENO REQUEST FOR REIMBURSEMENT FOR TECHNICAL RESOURCES TO SUPPORT E911 GIS (Geographic Information System) SERVICES [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 2017-2018 salaries and benefits for one (1) GIS Technician – salary \$66,820.00 and benefits \$31,377.00 and one/half GIS Analyst salary \$44,552.00 and benefits \$21,272.00 for a total reimbursement in an amount not to exceed \$164,021.00.

Rishma Khimji – City of Reno, provided an overview of the request and noted that the positions funded provide mapping and Tiburon CAD support for all three agencies. The request is for FY 2017-2018.

Responding to Member Kenneston's inquiry about how a reduction in funding so 1 FTE from 1.5 FTE would affect GIS functions, Ms. Khimji explained that the .5 FTE position assists during emergencies and validates the residential and business points for accuracy along with other responsibilities.

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Additionally, this particular position has progressed in the job classification thus resulting in a slightly higher reimbursement of benefits as compared to the 1 FTE.

Responding to Chair Ames' inquiry about modification of the 2017-2018 budget, Quinn Korbolic – Washoe County Technology Services, explained that the positions were accounted for in the budget proposal and that previous discussion of the budget indicated a desire to reduce the level of reimbursement in F/Y 2018/2019. However, the board may make a different decision and staff will adjust the budget as necessary.

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

Member Meyer reminded those present that these positions might not be funded beyond the current fiscal year 2017/2018 and that the positions will then need to be fully funded by the local jurisdiction.

Ms. Khimji stated that the City of Reno fully understands.

***It was moved by Member Wiley, seconded by Member Rogers, to approve the reimbursement of projected Fiscal Year 2017-2018 salaries and benefits for one (1) GIS Technician – salary \$66,820.00 and benefits \$31,377.00 and one-half GIS Analyst salary \$44,552.00 and benefits \$21,272.00 for a total reimbursement in an amount not to exceed \$164,021.00 for the City of Reno. The motion carried unanimously.***

- 7. CITY OF SPARKS REQUEST FOR REIMBURSEMENT FOR TECHNICAL RESOURCES TO SUPPORT E911 GIS (Geographic Information System) SERVICES** [For possible action] – *A review, discussion and possible action to recommend that Board of County Commissioners (BCC) approve a City of Sparks (Nevada) request for reimbursement of projected Fiscal Year 2017-2018 salaries and benefits for one (1) GIS Specialist – salary \$56,573.54 and benefits \$27,328.00 for a total reimbursement in an amount not to exceed \$89,901.54.*

Teresa Wiley – City of Sparks, outlined the request from the City of Sparks and noted that the City understands that other funding sources for the positions need to be identified. This is a continuation of an existing funding request.

Member Larson noted that the total amount should be \$83,901.54 rather than the \$89,901.54 listed in the agenda item.

Member Wiley confirmed that Member Larson was correct in his calculation.

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

***It was moved by Member Rogers, seconded by Member Reid, to approve the City of Sparks request reimbursement of projected Fiscal Year 2017-2018 salaries and benefits for one (1) GIS Specialist – salary \$56,573.54 and benefits \$27,328.00 for a total reimbursement in an amount not to exceed \$83,901.54. The motion carried unanimously.***

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- 8. FISCAL YEAR 2017-2018 BUDGET PROPOSAL** [For possible action] – *A review, discussion and possible action to recommend that the board of county commissioners approve and/or approve with modifications the proposed FY 2017-2018 E911 budget.*

Quinn Korbolic – Washoe County Technology Services, noted that the budget proposal includes the 5-year Master Plan update under professional services and GIS reimbursements under payments to other agencies. The budget is intended for expenditures to not exceed revenues and reflects a reduction in equipment expenditures.

Responding to Member Rogers' inquiry about the investment pool expense allocation of \$800.00, Marty Williams – Washoe County Comptroller's Office, explained that the investment pool includes sub-agencies such as TMFPD (Truckee Meadows Fire Protection District). Mr. Williams noted that Washoe County serves as the fiduciary agent for the investment pool with costs being allocated among the invest pool participants based on the cash balance of each account.

Mr. Korbolic then explained that the revenue of \$1.62-million matches anticipated expenditures with the Services and Supplies portion of the budget, \$1.568-million, reflecting costs of employment benefits and wages for Reno and Sparks GIS positions. Mr. Korbolic noted that the current fund balance is  $\pm$ \$50,000.00 above the minimum \$500,000.00 reserve set by the Board. However, expenditure through the end of FY 2016-2017 may reduce that reserve.

There were no public comments.

***It was moved by Member Meyer, seconded by Member Larson, to approve the Fiscal Year 2017-2018 budget as presented. The motion carried unanimously.***

- 9. 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.*

Quinn Korbolic – Washoe County Technology Services, drew attention to the updated proposal from The Galena Group that includes an updated scope of work. The intent of the 2017 update is to provide an overview of the current and near future technologies and updated goals for the 911 Emergency Response Advisory Committee and includes proposed funding sources and legislative overview.

Responding to Member Larson's inquiry about whether this would need to go out to RFP (Request for Proposal), Jen Gustafson – Deputy District Attorney explained that by coming in under the \$25,000.00 cap the 911 Emergency Response Advisory Committee could move forward without going out to bid.

***It was moved by Member Kenneston, seconded by Member Wiley, to recommend that the BCC (Board of County Commissioners) approve a contract with The Galena Group for the 2018 update to the 911 5-year Master Plan at a cost not to exceed \$22,500.00.***

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There were no public comments.

### ***The motion carried unanimously.***

- 10. 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.*

Rishma Khimji – City of Reno, commented that this is the same request that the group has previously reviewed and that the City of Reno is seeking reimbursement of the \$66,000.00. The intent is for the City of Reno to implement the interface before bringing all regional partners onto the system. Thus far the City of Reno has paid the first installment so that the project could move forward. Ms. Khimji noted that the questions previously submitted had not yet been addressed as the project was in initial stages. The funding request is for the total amount of the contract. In the event that the City is not reimbursed, the system would not be activated until the participating agencies had paid their portion of the total cost.

Member Meyer commented that he could not support the request without having answers to the list of concerns and questions previously provided.

Ms. Khimji explained that cost would be increased if the City of Reno billed participating agencies. Ms. Khimji noted that the project was being implemented at the request of the EMS (Emergency Medical Services) Board.

Member Meyer concurred that this was a critical component but the 911 budget is not in a position to allocate the funding.

Ms. Khimji explained she would take the matter back to the EMS board and provide an update at the next meeting.

Responding to Member Larson's inquiry about the roughly \$78,000.00 of discretionary income, Ms. Van Der Wall confirmed the figure

During the discussion it was suggested that perhaps the funds allocated to travel/training and seminars could be reallocated to fund a portion of this request. As the discussion continued, it was pointed out that the fund had traditionally funded travel training requests and that member agencies had been assured that this years' training would be funded. It was pointed out that the request appearing on this agenda had been authorized. Other discussion recalled previous discussion that indicated that budget reductions may in the future require that member agencies send only one person rather than two.

There were no public comments

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No specific action was taken.

- 11. REQUEST FOR TRAVEL AND TRAINING FUNDING FOR CITY OF RENO AND WASHOE COUNTY PSAPS** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request for funding the costs associated with two staff members to attend the TRICON 2017 Training Conference for a cost not to exceed \$4,400 for travel, registration, seminars and meetings for the City of Reno; and 2) two dispatchers for a cost not to exceed \$5000.00 for travel, registration, seminars, and meetings. Total not to exceed \$9,400.00.*

Member Rogers outlined the request that would send two members from Washoe County and City of Reno PSAPs (Public Safety Answering Point) to the TriCON conference.

Rishma Khimji explained that Tiburon is being acquired by TriCON and that this conference will help staff to better understand the future changes to the system.

Chair Ames noted that Washoe County Sheriff's Office would also be sending two from research/development at their own expense

Ms. Khimji noted that the City of Reno would be sending two additional employees at their own expense as well.

Member Wiley noted that the City of Sparks was not participating in this conference.

***A motion by Member Rogers to send two dispatchers from the Washoe County and City of Reno PSAPs (Public Safety Answering Point) was withdrawn and restated.***

***It was moved by Member Rogers, seconded by Member Kenneston, to approve two staff members from both Reno and Washoe County to attend the TriCON 2017 Conference at a cost not to exceed \$9,400.00. The motion carried unanimously.***

- 12. CITY OF SPARKS REQUEST FOR REIMBURSEMENT IN THE AMOUNT OF \$1,430.00 FOR CONNECTING 6 NEW RADIO CONSOLES TO NETWORK** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request by the City of Sparks for reimbursement for the costs associated with connecting 6 new radio consoles to the radio network.*

Teresa Wiley – City of Sparks, outlined the request noting that the cables had not been included in the original bid and that the City of Sparks is seeking reimbursement for the costs incurred.

Shawn Tayler – Regional Communications Coordinator, commented that any cabling to their router within the building is the responsibility of the entity.

Member Wiley noted that the City of Sparks assumed that the cabling would be included in the contract and had not been advised it would be needed.

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There were no public comments.

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., March 16, 2017.*

The March 16, 2017, meeting agenda may include, but is not limited to: 1) Travel/Training for the April 2017 Navigator Conference in Colorado.

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

Aaron Kenneston questioned whether there was any value in getting an update on whether there were any pending bill drafts that may affect this body.

Bill Ames noted that a request had been forwarded to the County Legislative personnel that are not currently aware of any pending BDR's related to 911 surcharge. Mr. Ames suggested that Washoe County be approached about bringing a BDR forward. Mr. Ames noted that a placeholder can be added and that the BCC (Board of County Commissioners) had a retreat on legislative issues.

Jen Gustafson – Deputy District Attorney, suggested a Non-action item be added to discuss bill draft requests.

Member Rogers recommended that an action item be placed on the next agenda to discuss a possible BDR on the 911 surcharge.

Annette Van Der Wall suggested that the agenda item recommend what form future budget status updates be presented in.

**15. ADJOURNMENT** [Non action item]

Chair Ames adjourned the meeting at 2:00 p.m.