

# 911 Emergency Response Advisory Committee

## **DRAFT of Minutes**

**Thursday, November 15, 2018 ~ 1:30 P.M.**  
**REGIONAL EMERGENCY OPERATIONS CENTER**  
**5195 SPECTRUM BOULEVARD, RENO, NEVADA**

### **MEMBERS**

Doug Campbell, Chair  
Mac Venzon, Vice-chair  
Mike Bassi  
Gregg Deighton  
Jenny Hansen  
Aaron Kenneston  
Shawn McEvers  
Duane Meyer  
Lisa Rose-Brown

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

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

**PRESENT:** Mike Bassi, Doug Campbell, Gregg Deighton, Jenny Hansen, Aaron Kenneston, Duane Meyer, Lisa Rose-Brown, and Mac Venzon.

**ABSENT:** Shawn McEvers.

Jennifer Gustafson – Deputy District Attorney, was also present.

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

There were no public comments.

#### **3. APPROVAL OF SEPTEMBER 20, 2018, MINUTES [For possible action]**

Hearing no public comments, Chair Campbell asked for a motion.

***It was moved by Member Meyer, seconded by Member Venzon, to approve the September 20, 2018, minutes, as submitted. The motion carried with Member McEvers absent.***

#### **4. REVENUE, PAYABLES AND FUND BALANCE UPDATES [For possible action] – A review, discussion and possible action to accept the Revenue, Payables, and Fund Balance Updates.**

Sara DeLozier - Washoe County Technology Services, introduced Kari Estrada who will provide the Revenue, Payables and Fund balance update.

Kari Estrada – Washoe County Manager’s Office, provided an overview of the Revenue, Payable and Balance report presented in a new format. The first section of the report shows an unaudited beginning fund balance of \$798,000.00 with a forecasted ending fund balance of \$2.5-million. Expenses include expenses paid to date, body and vehicle cameras and a future back-up site as noted in the 5-year master plan. The next section of the report provides a summary of the surcharge and revenue through September 2018 of \$427,000.00. The report also includes information on the FY19 adopted budget approved in April as well forecasted revenue and expenses through June 30, 2019. Ms. Estrada noted that revenues are 2% below budget with expenditures of \$3.5-million.

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Hearing no public or Board comments Chair Campbell asked for a motion,

***It was moved by Member Kenneston, seconded by Member Bassi to accept the Revenue, Payables and Fund Balance reports, as presented. The motion carried with Member McEvers absent.***

- 5. FUNDING REQUEST – TASK LIGHTS AND CLIMATE CONTROL SYSTEMS FOR CITY OF RENO DISPATCH AND WASHOE COUNTY DISPATCH** [For possible action] – *A review discussion and possible action to approve, deny or otherwise modify a request to fund Task Lights and Climate Control Systems for: 1) City of Reno Dispatch at a cost not to exceed \$18,579.86; and 2) Washoe County Dispatch at a cost not to exceed \$11,455.22.*

Member Hansen commented that she has dealt with this issue for more than 30-years with individual modular workstations. The request is to outfit existing workstations with individual task lighting and HVAC systems to heat/cool individual stations to meet the needs of the operator. Member Hansen described the two separate banks of windows on opposite sides of the building that significantly varies the lighting and heating/cooling thus affecting workers' health. Member Hansen explained that the facility is not equipped to accommodate space heaters, fans or additional lighting. However, the components are modular components that will work with the existing work stations thus reducing illness reports of migraine, vertigo and other issues. Member Hansen noted that operations and personnel budget is being adversely affected due to the ongoing issue with cooling, heating and lighting.

Hearing no public comment Chair Campbell asked for Board discussion.

Member Kenneston commented that while it appears there is a valid need, this appears to be more of a facilities issue that needs to be paid from the facilities budget.

Member Hansen commented that she had pursued the issue with facilities staff and found that the cost was prohibitive to modify the building sufficiently to meet the needs. A loaner station has been provided that is used on a daily basis. Member Hansen noted that Washoe County Dispatch has similar issues.

Member Meyer explained that this sounds more like a personal space and employee issue that he believes is a facilities issue and not an appropriate use of 911 funds.

Member Hansen disagreed it is her belief that this is a workstation component tied to the ability and tools to do the job. Additionally, it is unrealistic for a building to be modified to support individual work stations.

Jennifer Gustafson – Deputy District Attorney, commented that she believes Member Meyer has based his comments on NRS 244 Subsection 3 and that from a legal standpoint the purchase, lease or renting of software/equipment must be required to operate the enhanced telephone system.

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Member Meyer commented that while he believes this is a necessity, he cannot find that it is a cost the 911 Emergency Response Advisory Committee can approve under the current legislation.

Responding to Member Bassi's inquiry about whether there was any historical perspective that might have a similar nexus, member Meyer recalled that when the Washoe County Dispatch Center moved from Incline Village, Nevada, the equipment was funded from the Honorary Deputy Fund and that the City of Reno has paid for their own equipment.

Chair Campbell stated that the City of Sparks had not purchased their console using 911 funds.

Member Venzon commented that if the purchase is legally justified it is an important purchase that should be considered due to the difficulty in finding and retaining quality dispatch personnel.

Member Deighton noted that if there is data showing a significant number of call-ins due to illness the system may be necessary.

Member Hansen noted that the City of Reno has considered a BDR (Bill Draft Request) to broaden the scope of authorized expenditures of 911 funds. The intent of the request was to bring the discussion to this body.

Chair Campbell pointed out that this body has historically been conservative in the expenditure of funds and that the City of Sparks has had a number of items over the years that have not been funded. Chair Campbell noted that the Sparks PSAP experiences similar HVAC issues. Therefore, it may be prudent to consider the additional of HVAC equipment and other equipment.

During the discussion it was noted that the equipment being sought is compatible and integral to the Zybix system and that the requested equipment would negate the current issue.

Member Meyer emphasized that the request is not needed to operate the telephone system or other equipment and that HAC is a building function that he believes should and must be funded with facilities maintenance funds.

Member Rose-Brown commented that this is a difficult issue and explained that while she concurs with Member Hansen about having staff that can function and properly assist citizens in need. The struggle is that the expenditure might not meet the spirit of the NRS.

Dena Moore commented that while she understands the necessity of the software and equipment, there is also a need to address issues that adversely affect the human that is assisting the public. Therefore, it is necessary that issues such as HVAC and lighting also be addressed.

Quinn Korbolic – Washoe County Technology Services, commented that if approved this may be the top of a very slippery slope and drew attention to the 5-year Master Plan that includes a back-up site should one of the PSAP need to be evacuated. Mr. Korbolic pointed out that this body had already agreed to the 5-year plan and that caution should be used before approving any future funding requests.

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Chair Campbell closed public comment.

Member Kenneston concurred that the dispatchers should have heating, cooling and proper lighting as they are key to the system. However, it appears that the funding for the two centers should come from another source such as the facilities budget. .

Chair Campbell asked for a motion.

***It was moved by Member Venzon, seconded by Member Deighton, to approve the request to fund Task Lights and Climate Control Systems for: 1) City of Reno Dispatch at a cost not to exceed \$18,579.86; and 2) Washoe County Dispatch at a cost not to exceed \$11,455.22. The motion failed: assenting: Members Bassi, Deighton, Hansen, and Venzon: dissenting Kenneston, Meyer, Rose-Brown and Chair Campbell.***

- 6. EMERGENCY FIRE DISPATCH PROTOCOLS** [For possible action] – *A review and discussion of Emergency Fire Dispatch Protocols (EFD), the Reno project, respective timeline and possible action to release budgeted funds to begin the project and implementation.*

This item tabled.

- 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., January 17, 2019.*

Member Kenneston suggested an agenda item to discuss a back-up PSAP location in a shared facility being proposed by UNR. Additionally, Member Kenneston believes that there should be discussion about the definition and use of 911 funding and if a change to NRS is needed.

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

There were no public comments.

- 10. ADJOURNMENT** [Non-action item]

Chair Campbell adjourned the meeting at 2:07 p.m.