

# 911 Emergency Response Advisory Committee

Meeting Minutes

**Thursday, January 18, 2024**

**1:30 p.m.**

**Washoe County Administration Complex  
1001 East Ninth Street, Reno, Nevada  
Building A – Second Floor Caucus Room**

## **MEMBERS**

Jennifer Felter, Washoe County, Chair  
Lisa Rose-Brown, City of Sparks, Vice-Chair  
Andrew Ancho, City of Reno  
Tara Edmondson, City of Sparks  
JW Hodge, City of Reno  
Kevin Jakubos, City of Sparks  
Chris Ketring, Washoe County  
Cadence Matijevich, Washoe County  
Cody Shadle, City of Reno  
Christopher Szabo,  
Washoe County School District

This meeting was held at and physical location with a teleconference option.

Committee website:

[http://www.washoecounty.gov/technology/board\\_committees/911\\_response/index.php](http://www.washoecounty.gov/technology/board_committees/911_response/index.php)

## **AGENDA**

### **1. CALL TO ORDER AND DETERMINATION OF QUORUM [Non-action item]**

The meeting was called to order at 1:32 p.m.

#### **PRESENT**

|                    |                                  |
|--------------------|----------------------------------|
| Andrew Ancho       | City of Reno (At-Large)          |
| Tara Edmondson     | City of Sparks (Municipal Court) |
| Jennifer Felter    | Washoe County (Sheriff)          |
| J.W. Hodge         | City of Reno (Police)            |
| Kevin Jakubos      | City of Sparks (At-Large)        |
| Chris Ketring      | Washoe County (At-Large)         |
| Cadence Matijevich | Washoe County (At-Large)         |
| Lisa Rose-Brown    | City of Sparks (Police)          |
| Cody Shadle        | City of Reno (Municipal Court)   |

#### **ABSENT**

|                   |  |
|-------------------|--|
| Christopher Szabo | Washoe County School District (Non-voting) |
|-------------------|--|

Jennifer Gustafson, Deputy District Attorney, Washoe County Deputy District Attorney's Office, was in attendance.



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## 2. **INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT VIA TEAMS/TELEPHONE** [Non-action item]. *Jennifer Gustafson, Deputy District Attorney*

Washoe County Deputy District Attorney Jen Gustafson provided the instructions for providing public comment: This meeting is being held at and physical location with a teleconference option. Members of the public may submit public comment by either attending the meeting in person, attending the meeting via teleconference or attending by telephone only utilizing (Meeting ID: 277 770 266 983; Passcode: N952BG), or by calling 775-325-0620 using Conference ID: 901 515 359#. To provide public comment via Teams, log into the Teams Meeting at the link on the first page of the notice of meeting and utilize the "Raise Hand" feature during any public comment period. To provide public comment via telephone only, press \*5. Press \*6 to mute/unmute.

## 3. **PUBLIC COMMENT** [Non-action item] – Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the 911 Emergency Response Advisory Committee agenda. Comments are to be made to the 911 Emergency Response Advisory Committee as a whole.

There was no response to the call for public comment; no emails had been submitted prior to the meeting.

## 4. **ELECTION OF OFFICERS** [For Possible Action] - Election of Chair and Vice-Chair from among 911 Committee membership.

### a. Chair (City of Sparks)

Cody Shadle, City of Reno, nominated and moved to elect Lisa Rose-Brown, City of Sparks, as Chair. Member Rose-Brown accepted the nomination. Jenn Felter, Washoe County, seconded the motion. There were no further nominations and no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

### b. Vice-Chair (City of Reno)

JW Hodge, City of Reno, nominated and moved to elect Cody Shadle, City of Reno, as Vice-Chair. Member Shadle accepted the nomination. Lisa Rose-Brown, City of Sparks, seconded the motion. There were no further nominations and no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

Member Rose-Brown assumed the role of Committee and meeting Chair.

## 5. **APPROVAL OF NOVEMBER 30, 2023, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Jenn Felter, Washoe County, moved to approve the November 30, 2023, minutes, as written. Kevin Jakubos, City of Sparks, provided the second. There was no response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

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**6. FINANCIAL SUMMARY** [Non-action item] – A review of the current Financial Summary. *Sara DeLozier, Washoe County Technology Services*

Sara DeLozier, Washoe County Technology Services, shared that the surcharge revenue was beginning to be realized estimating FY24 revenue to be approximately one million dollars above the planned amount. Based on currently known and anticipated expenditures, approximately one and a half million dollars budget authority is currently undesignated and any portion undesignated can be made available in the future year's budget.

**7. FISCAL YEAR 2024/2025 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 Fiscal Year 2024/2025 E911 budget; discussion to include a review of budget reduction options related to possible reduced reimbursements for body-worn and in-vehicle cameras for regional law enforcement. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, provided an overview of the [staff report](#) and [presentation](#) for this item providing a budget overview including known or planned expenditures, fund balance impacts, and two FY25 budget scenarios, one providing a twenty-five percent per year "off-ramp" reduction to portable event recording device reimbursement (Axon contracts). Scenarios include costs for a dispatch facility expansion based on the City of Reno's original estimates; should those costs be less, the fund would run up against the fund maximum. There was discussion of the dispatch facility expansion estimates being conservative and not completely 911 reimbursement eligible. The City of Sparks shared its expansion from six to ten seats within an existing building was approximately one million dollars but did include moving walls and electrical service. The City of Reno expressed the need to expand their capacity in FY25.

Concerning the portable event recording funding, there was discussion about there being adequate time for agencies to make an adjustment to cover a portion of the costs in FY25, the potential to inadvertently impact other areas of public safety in FY25, further input from the Federal Communications Commission (FCC) and/or representative counsel opinions, and the potential need to reconsider the most recent surcharge increase that was implemented with the intention of covering these expenses.

There was no further committee discussion or response to the call for public comment. Cody Shadle, City of Reno, moved to approve Scenario One to continue funding body and fleet camera contracts at one hundred percent, \$8,783,135.47; and, if approved, forward such recommendation to the Board of County Commissioners. Lisa Rose-Brown, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

**8. REQUEST FOR RENO, SPARKS, WASHOE COUNTY – FY24 AGENCY SALARIES FOR GIS DATABASE UPDATE AND MAINTENANCE** [For Possible Action] – A review, discussion and possible action to approve, deny or otherwise modify requests for reimbursement or to provide funding for the staff salaries at the City of Reno, City of Sparks, and Washoe County supporting E911 GIS Database update and maintenance services and supporting Computer Aided Dispatch (CAD) system and database administration for Fiscal Year 2023/2024: City of Reno, 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$375,000); City of Sparks, 1 FTE GIS Database position and 0.5 FTE CAD System

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Administrator position (\$215,000); and Washoe County, 1.5 FTE GIS Database positions and 1 FTE CAD System Administrator position (\$375,000); for a total not to exceed (\$965,000). And if approved, forward such recommendation to the Board of County Commissioners. *Quinn Korbolic, Washoe County Technology Services*

This item was requested to be removed from this agenda and added to the March 2024 agenda; no action was taken on this item.

- 9. REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS – AXON YEAR FOUR CONTRACT FOR AXON BODY WORN CAMERA AND FLEET CAMERA CONTRACT AND NETWORK FIBER** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the City of Sparks for: (a) FY24 Axon Body worn Camera and Fleet Camera Contract, year four (NTE \$150,421.73); and (b) FY24 dedicated internet service provided by Charter/Spectrum in support of the body worn camera program (NTE \$25,266.80); for a total request not to exceed \$175,688.53. And if approved, forward such recommendation to the Board of County Commissioners. *Tara Edmonson, City of Sparks Police Department*

It was noted that the current requested amount includes a considerable one-time credit. There was no committee discussion or response to the call for public comment. Jenn Felter, Washoe County, moved to approve the request to reimburse the costs associated with (a) FY24 Axon Body worn Camera and Fleet Camera Contract, year four (NTE \$150,421.73); and (b) FY24 dedicated internet service provided by Charter/Spectrum in support of the body worn camera program (NTE \$25,266.80); for a total request not to exceed \$175,688.53. And if approved, forward such recommendation to the Board of County Commissioners. Cody Shadle, City of Reno, provided the second. Upon the call for a vote, the motion carried unanimously.

- 10. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY TECHNOLOGY SERVICES – FY24 BODY WORN CAMERA FIBER LINES** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the fiber line connections supporting the body worn camera docking stations for the Washoe County Sheriff's Office and Department of Alternative Sentencing's body worn camera program, for an amount not to exceed \$83,190.65 (FY24); and if approved, forward such recommendation to the Board of County Commissioners. *James Wood, Washoe County Technology Services*

It was clarified that the large document in support to the staff report and request was the invoices for July 2023-Janauary 2024 for the seven lines.

There was no further committee discussion or response to the call for public comment. Jenn Felter, Washoe County, moved to approve the request to reimburse the costs associated with the fiber line connections supporting the body worn camera docking stations for the Washoe County Sheriff's Office and Department of Alternative Sentencing's body worn camera program, for an amount not to exceed \$83,190.65 (FY24); and if approved, forward such recommendation to the Board of County Commissioners. Lisa Rose-Brown, City of Sparks, provided the second. Upon the call for a vote, the motion carried unanimously.

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JW Hodge, City of Reno, moved to consider and take action on Items 11 through 16 of this agenda as a block. Jenn Felter, Washoe County, provided the second. There was no further committee discussion or response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

**[Items 11, 12, 13, 14, 15, and 16 were taken into consideration as a block.]**

11. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS PUBLIC SAFETY ANSWERING POINT (PSAP) – FY24 NENA & APCO MEMBERSHIPS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the City of Sparks for the costs associated with the purchase of the 2024 annual National Emergency Number Association (NENA) and Association of Public-Safety Communications Officials (APCO) group memberships for a total not to exceed \$3,388.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks Police Department*
12. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS – FY24 FIRST DUE FIRE RESPONSE SOFTWARE** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the FY24 contract for First Due fire response software that will provide CAD data and routing to responding resources, pre-incident planning and high-risk occupant-related data management for the City of Sparks Fire Department for a total second-year cost not to exceed \$26,250; and if approved, forward such recommendation to the Board of County Commissioners. *Kevin Jakubos, City of Sparks Fire Department*
13. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH EQUIPMENT** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the purchase of ten Harris Symphony Nano radio console speakers; ten Plantronics mute switches; and five extra-long wire headphones for an amount not to exceed \$2,624.05; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Sheppard, City of Sparks Police Department*
14. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – 2024 NENA STANDARDS & BEST PRACTICES CONFERENCE** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the 2024 National Emergency Number Association (NENA) NG911 Standards & Best Practices Conference, currently scheduled to be held January 14-19, 2024, in Clearwater, Florida, for two attendees, for an amount not to exceed \$8,000.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks Police Department*
15. **REQUEST FOR REIMBURSEMENT FOR THE WASHOE COUNTY SHERIFF'S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – 2024 NENA 9-1-1 GOES TO WASHINGTON CONFERENCE** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the 2024 National Emergency Number Association (NENA) 9-1-1 Goes to Washington Conference, currently scheduled to be held February 25-28, 2024, in Arlington, Virginia, for two attendees, for an amount not to exceed \$8,820.00; and if approved, forward such recommendation to the Board of County Commissioners. *Joanna Jenkins, Washoe County Sheriff's Office*

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- 16. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – BLS and IAED EMD/EPD/efd TRAINING AND CERTIFICATIONS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify requests to reimburse the Washoe County Sheriff's Office for the costs associated with the purchase of International Academies of Emergency Dispatch (IAED) certifications and related CPR/Basic Life Saving (BLS) courses and certifications, for six new employees, as specified below. And for the requests approved, forward such recommendation to the Board of County Commissioners. *Jennifer Delano, Washoe County Sheriff's Office*
- a. International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatch (EMD), Emergency Police Dispatch (EPD) and Emergency Fire Dispatch (efd) recertifications for six employees for a total amount not to exceed \$7,650.00.
  - b. CPR/Basic Life Saving (BLS) courses and certifications for six new employees for a total amount not to exceed \$204.00.

There was no further committee discussion or response to the call for public comment. JW Hodge, City of Reno, moved to approve the request to reimburse the costs associated, as requested in Items 11, 12, 13, 14, 15, and 16 of this agenda; and if approved, forward such recommendation to the Board of County Commissioners. Jenn Felter, Washoe County, provided the second. Upon the call for a vote, the motion carried unanimously.

- 17. REGIONAL COMPUTER AIDED-DISPATCH (CAD) SYSTEM REPLACEMENT UPDATE** [Non-action item] – An informational update on the Regional CAD System Replacement Project, including but not limited to discussion of CAD and Records Management System implementation and current project activities. *Quinn Korbolic, Washoe County Technology Services*

Quinn Korbolic, Washoe County Technology Services, shared the technology infrastructure had been installed, software installation has started; next would be configuration and process analysis workshops and in person training. The initial payment was made after the Kickoff meeting. Cody Shadle, City of Reno, added that the project was on schedule with interface construction expected between March and May; there had been success with working with the vendors and getting them setup. Jenn Felter, Washoe County, noted production go-live was currently anticipated to be September 2025.

Mr. Korbolic shared the City of Reno had volunteered to manage the initial meetings of the committees for the CAD and RMS systems expected to be held in February. The timing will allow for input on FY25 budgets. It was still uncertain whether any FY24 adjustments would need to be made. Based on the agency agreement, further meeting responsibilities would follow the agency elected chair for each.

- 18. UPDATE OF 911 EMERGENCY RESPONSE ADVISORY COMMITTEE BYLAWS AND GENERAL PROVISIONS** [For Possible Action] – A review, discussion and possible action to update the 2020 911 Emergency Response Advisory Committee's Bylaws and General Provisions to ensure compliance with state law changes and current Committee policies and standard practices. *Jennifer Gustafson, Deputy District Attorney*

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Jennifer Gustafson, Deputy District Attorney, reviewed the 2020 Bylaws with the Committee members to allow for discussion and suggested changes. She noted there weren't any legislative changes since 2020 that needed to be incorporated and that training related to the portable event recording devices hadn't been codified. It was questioned whether it would be appropriate to revise the Bylaws should the Committee receive direction from the Federal Communications Commission (FCC) or if the Committee were to decide to no longer fund the portable event recording devices. DDA Gustafson noted those are currently permitted under state law; the Committee should make it a practice to review the Bylaws every two years or so.

In response to questions about alternates, DDA Gustafson indicated the enabling legislative defines the ability to authorize alternates; current state law does not provide that option for this Committee. Article II, Section F., it was requested to change "shall" to "may" regarding removal of inactive members. There was consideration of modifying quorum language to better reflect state law changes; it was decided no change was necessary. Article IV, Section A, was requested to be modified to clarify the Chair shall "ensure" the annual report to the Board of County Commissioners. Article VI, Section 6, referencing Robert's Rules of Order, was requested to be removed. As was, Article VII, Section B3 concerning written minutes being provided to the Committee members. Article VI, Section E, Order of Business, would be amended to include the new requirement providing instructions for public comment. It was clarified that an electronic recording of a meeting could supersede the written minutes and that only items approved by the Committee are forwarded to the Board of County Commissioners.

There was discussion of what items would be appropriate to include on an agenda as part of a Consent Agenda. There were considerations of dollar amounts, agency department requestor, budgeted items and/or routine items. It was decided that items that are under \$100,000 and budgeted or routine would be appropriate.

Cody Shadle, City of Reno, moved to amend the Bylaws based on today's recommendations and discussion and brought back to the Committee at the next meeting with an option to enact and approve. Lisa Rose-Brown, City of Sparks, provided the second. There was no further Committee discussion or response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

**19. 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 for March 21, 2024, at 1:30 p.m.

- Information and analysis regarding ongoing funding of body cameras and peripherals including financial analysis through FY28 with a step-down of twenty-five percent per year beginning FY26.
- Discussion or Chair direction on meeting management noting challenges with meeting management when some members are participating virtually.
- Request to begin process for contracted assistance for Five-Year Master Plan support (RFI, RFP or RFQ)

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- Chris Ketring, Washoe County, shared the PURVIS system for fire station alerting for Truckee Meadows Fire Protection District went live to today!

**20. PUBLIC COMMENT** [Non-action item] – Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the 911 Emergency Response Advisory Committee agenda. Comments are to be made to the 911 Emergency Response Advisory Committee as a whole.

There was no response to the call for public comment.

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

The meeting adjourned at 3:13 p.m.

Approved as written in session March 21, 2024.