

# 911 Emergency Response Advisory Committee

**\*\*Draft Meeting Minutes\*\***

**Thursday, July 18, 2024**

**1:30 p.m.**

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

## MEMBERS

Lisa Rose-Brown, City of Sparks, Chair  
Cody Shadle, City of Reno, Vice-Chair  
Andrew Ancho, City of Reno  
Tara Edmonson, City of Sparks  
Jennifer Felter, Washoe County  
JW Hodge, City of Reno  
Kevin Jakubos, City of Sparks  
Chris Ketring, Washoe County  
Cadence Matijevec, Washoe County  
Chelsey Nahouraii,  
Washoe County School District

This meeting was held at a 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 1:35 p.m.

#### **PRESENT**

Andrew Ancho	City of Reno (At-Large)
Jennifer Felter	Washoe County (Sheriff)
Chris Ketring	Washoe County (At-Large)
Cadence Matijevec	Washoe County (At-Large)
Lisa Rose-Brown	City of Sparks (Police)
Cody Shadle	City of Reno (Municipal Court)
Chelsey Nahouraii	Washoe County School District (Non-voting)

#### **ABSENT**

Tara Edmonson	City of Sparks (Municipal Court)
J.W. Hodge	City of Reno (Police)
Kevin Jakubos	City of Sparks (At-Large)

Herb Kaplan, Deputy District Attorney, Washoe County Deputy District Attorney's Office, was in attendance.

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

Washoe County Deputy District Attorney Herb Kaplan 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



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the meeting in person, attending the meeting via teleconference or attending by telephone only utilizing (Meeting ID: 270 559 822 82; Passcode: 9keiL6, or by calling 775-325-0620 using Conference ID: 330 659 241#. 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 comments were submitted prior to the meeting.

[Item 4 was taken out of order on the agenda to permit time for supporting documents to be distributed and reviewed.]

4. **APPROVAL OF MAY 16, 2024, 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 May 16, 2024, minutes, as written. Cody Shadle, City of Reno, provided the second. There was no response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

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

[Jenn Felter, Washoe County, left the meeting at 1:40; returning at 1:43 p.m. before the Item 7 was opened.]

Sara DeLozier, Washoe County Technology Services, reviewed the beginning fund balance, expected revenue and anticipated expenses/reimbursements that will still impact the final FY24 budget. It is expected to stay below the five million dollar threshold.

6. **Consent Items [For Possible Action]**

- a. **REQUEST FOR REIMBURSEMENT FOR NORTH LAKE TAHOE FIRE PROTECTION DISTRICT – FIRST DUE FIRE RESPONSE SOFTWARE** (continued from May 16, 2024 agenda) [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 interconnect CAD data and routing to responding resources, pre-incident planning and high-risk occupant-related data management for the North Lake Tahoe Fire Protection District for a total not to exceed \$9,807.00; and if approved, forward such recommendation to the Board of County Commissioners. *Ryan Sommers, North Lake Tahoe Fire Protection District*

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- b. **REQUEST FOR REIMBURSEMENT FOR THE WASHOE COUNTY SCHOOL DISTRICT – AXON YEAR FIVE CONTRACT FOR BODY WORN CAMERAS** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the Washoe County School District for FY24, Year Five, Axon body worn Camera Contract, in an amount not to exceed \$33,411; and if approved, forward such recommendation to the Board of County Commissioners. *Chelsey Nahouraii, Washoe County School District*
  
- c. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – HEXAGON PUBLIC SAFETY 2024 NORTH AMERICA SUMMIT 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 Hexagon Public Safety 2024 North America Summit, currently scheduled to be held September 16-19, 2024, in Cape Coral, Florida, for three attendees, for an amount not to exceed \$12,000.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks Police Department*
  
- d. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EFD CERTIFICATION** [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 International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatch (EFD) training and certification for one employee for an amount not to exceed \$425.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*
  
- e. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – EMERGENCY SERVICE PLAN (ESP)** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the FY25 annual costs associated with the purchase of International Academy of Emergency Dispatching - Emergency Service Plan (ESP) Platinum Package, which maintains licensing, updates, and customer support of Police, Fire, and Medical call taking software, for an amount not to exceed \$40,500; and if approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County*

Item 6a was removed from the Consent Agenda and continued to the next agenda pending an updated request.

There was no committee discussion or response to the call for public comment. Cody Shadle, City of Reno, moved to approve reimbursement of the cost associated with Consent Agenda Items 6b through 6e; 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 (member Felter was out of the room).

**End of Consent Items**

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- 7. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY REGIONAL COMMUNICATION SYSTEM MICROWAVE LINK CONNECTIVITY TO PUBLIC SAFETY ANSWERING POINTS (PSAPs)** (continued from May 16, 2024 agenda) [For Possible Action]  
– A review, discussion, and possible action to approve, deny, or otherwise modify requests to reimburse Washoe County’s Nevada Shared Radio System Project fund for microwave equipment, installation and implementation services for microwave links that connect directly to regional Public Safety Answering Points (PSAPs), including links from and to Sparks Dispatch, Regional Dispatch on Spectrum Blvd., and Edison Way, and mountain top radio sites connected directly to PSAPs at Peavine Mountain, Red Peak, Ophir Peak, and Slide Mountain; for a total reimbursement not to exceed \$606,143.10; and if approved, forward such recommendation to the Board of County Commissioners. *Melissa Lawney, Washoe County Technology Services*

Melissa Lawney, Washoe County Technology Services, reviewed the [presentation](#) for this item, sharing this request supports the infrastructure for connecting the Public Safety Answering Points (PSAPs). While there was support for considering the request, there was discussion of what services and products were included in the requested amount. There were concerns that some, such as travel and mileage, may not be appropriate to be included. It was requested that a further breakdown of the costs be provided, both soft and hard costs, to better allow the committee to discern which could be supported for reimbursement. Washoe County has worked with the Federal Communications Commission (FCC) to identify which costs they believe would be applicable. There were concerns with which costs are appropriate and allowable. As there are three guiding documents (FCC, NRS, and 911 Policy), a legal opinion was requested to help guide the Committee discussion and decision.

There was some concern and debate with items, such as travel, being considered part of the project costs and if they aren’t, concern that while they may be a technically permissible approval may create a precedent for bridging future gaps in future funding that will impact the 911 fund and its ability to support primary functions.

Cody Shadle, City of Reno, asked if other funding sources such as grant opportunities have or are going to be pursued, and if being considered a fee diversion state was inhibiting opportunities. Ms. Lawney shared Washoe County has entered into a contract with LexiPol but there haven’t yet been any that the system qualifies for; the next round of FEMA funding is being prepared for. Cadence Matijevich, Washoe County, also submitted for recent American Rescue Plan Act (ARPA) funding but wasn’t successful.

Tawanna Gerchman, State 911 Coordinator, Nevada Division of Emergency Management, shared as a diversion state Washoe County would not qualify for federal funding for 911 PSAP funding; it was unknown whether federal funding for the radio system would also be impacted.

Ms. Lawney also offered to provide a timeline with a narrative detailing which portions have already been completed and which are still on the horizon.

No action was taken on this item; it was requested to be continued to the September agenda.

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8. **REQUEST FOR FUNDING FOR WASHOE COUNTY REGIONAL EMERGENCY ALERTING SOFTWARE – RAVE ALERT** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to use the E911 fund to provide funding for the Year 1 costs associated with a five-year contract for Rave Alert, replacing the current product CodeRed, for a first year amount not to exceed \$79,300 (\$76,800 per year for year two through year five); and if approved, forward such recommendation to the Board of County Commissioners. *Jessica Adams-Lopes, Washoe County Emergency Management & Cadence Matijevich, Washoe County*

Kelly Echeverria, and Jessica Adams-Lopes, Washoe County Emergency Management, reviewed the [presentation](#) for this item reviewing how the current product, Code Red, is falling short of the needs for the community, the other products considered and why Rave Alert was selected and the features it will provide; the same access to regional partners will continue.

There was no committee discussion or response to the call for public comment. Cody Shadle, City of Reno, expressed excitement for the improved functionality and moved to approve the request to provide funding for the Year 1 costs associated with a five-year contract for Rave Alert, replacing the current product CodeRed, for a first year amount not to exceed \$79,300 (\$76,800 per year for year two through year five); 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.

9. **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. *Erick Willrich, Washoe County Technology Services; Cody Shadle, City of Reno.*

None

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 for September 19, 2024, at 1:30 p.m.

None

11. **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.

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

The meeting adjourned at 2:29 p.m.