

911 Emergency Response Advisory Committee

****Draft Meeting Minutes****

Thursday, November 21, 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
Andy Ancho, City of Reno
Tara Edmonson, City of Sparks
Jenn Felter, Washoe County
JW Hodge, City of Reno
Kevin Jakubos, City of Sparks
Chris Ketring, Washoe County
Cadence Matijevec, Washoe County
Chris Szabo,
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

AGENDA

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

The meeting was called to order at 1:31 p.m.

PRESENT

Tara Edmonson	City of Sparks (Municipal Court)
Jenn 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)

ABSENT

Andy Ancho	City of Reno (At-Large)
J.W. Hodge	City of Reno (Police)
Kevin Jakubos	City of Sparks (At-Large)
Chris Szabo	Washoe County School District (Non-voting)

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

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

Washoe County Deputy District Attorney Jennifer 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: 249 215 178 889; Passcode: KPUoMP, or by calling 775-325-0620 using Conference ID: 238 166 549#.



911 Emergency Response Advisory Committee

Draft Meeting Minutes

November 21, 2024

Page 2 of 6

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.

4. **APPROVAL OF SEPTEMBER 19, 2024, MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Cody Shadle, City of Reno, moved to approve the September 19, 2024, minutes, as written. Jenn Felter, Washoe County, 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*

Sara DeLozier, Washoe County Technology Services, reviewed the [Financial Summary](#) ending October 31, 2024, and the [Expected FY25 Reimbursement Summary](#) sharing the beginning FY25 Fund Balance as \$6,375,674.44 before the FY24 commitments were carried forward. She went through which expenses are typically paid from each line of the summary. Based on known annual expenses and previously approved reimbursement requests, the ending fund balance is projected to be \$5,581,332.20. She recommended removing FY23 and earlier approvals that have not been yet requested (~\$200,000) be removed to provide a more accurate view of the budget available.

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

- a. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO 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, September 16-19, 2024, in Cape Coral, Florida, for two attendees, for an amount not to exceed \$8,119.05; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

- b. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY ANSWERING POINT (PSAP) – FY25 PRO-QA SOFTWARE LICENSES** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the cost associated with Priority Dispatch Pro-QA Emergency Service Plan (ESP) Medical and Q Plus (Quality Performance Review) for Emergency

911 Emergency Response Advisory Committee

Draft Meeting Minutes

November 21, 2024

Page 3 of 6

Medical Dispatch (EMD). And for the requests approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

- i. Priority Dispatch Pro-QA Emergency Service Plan (ESP) Medical for an amount not to exceed \$22,500.
 - ii. Priority Dispatch Pro-QA Q Plus for Emergency Medical Dispatch (EMD) for an amount not to exceed \$20,800.
- c. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – FY25 IAED EFD RECERTIFICATIONS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify requests to reimburse the costs associated with the purchase of International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatch (EFD) recertifications for two employees for a total amount not to exceed \$80.00; and if approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks*
- d. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS PUBLIC SAFETY ANSWERING POINT (PSAP) – FY25 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 FY25 annual group memberships for a total not to exceed \$3,511.00; and for the requests approved, forward such recommendation to the Board of County Commissioners. *Connie Shepperd, City of Sparks Police Department*
- i. National Emergency Number Association (NENA) group membership for an amount not to exceed \$1,650.
 - ii. Association of Public-Safety Communications Officials (APCO) group membership for an amount not to exceed \$1,861.
- e. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – FY25 NENA & APCO MEMBERSHIPS** [For Possible Action] – A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the Washoe County Sheriff's Office for the costs associated with the purchase of the FY25 annual group memberships for a total not to exceed \$3,511.00; and for the requests approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County Sheriff's Office*
- i. National Emergency Number Association (NENA) group membership for an amount not to exceed \$1,650.
 - ii. Association of Public-Safety Communications Officials (APCO) group membership for an amount not to exceed \$1,861.
- f. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – FY25 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) Emergency Medical Dispatch

911 Emergency Response Advisory Committee

Draft Meeting Minutes

November 21, 2024

Page 4 of 6

(EMD), Emergency Police Dispatch (EPD) and Emergency Fire Dispatch (EFD); certifications for a total amount not to exceed \$7,065; and if approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County Sheriff's Office*

- i. International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatch (EMD) training and certification for four employees for an amount not to exceed \$1,700.
 - ii. International Academies of Emergency Dispatch (IAED) Emergency Police Dispatch (EPD) training and certification for four employees for an amount not to exceed \$1,700.
 - iii. International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatch (EFD) training and certification for four employees for an amount not to exceed \$1,700.
 - iv. International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatch Quality Assurance (EMD-Q) training and certification for one employee for an amount not to exceed \$655.
 - v. International Academies of Emergency Dispatch (IAED) Emergency Police Dispatch Quality Assurance (EPD-Q) training and certification for one employee for an amount not to exceed \$655.
 - vi. International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatch Quality Assurance (EFD-Q) training and certification for one employee for an amount not to exceed \$655.
- g. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – FY25 BLS/CPR TRAINING AND CERTIFICATION [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 cardiopulmonary resuscitation (CPR)/Basic Life Saving (BLS) training and certification for four employees for a total amount not to exceed \$280.00; and if approved, forward such recommendation to the Board of County Commissioners. *Jenn Felter, Washoe County Sheriff's Office***

There was no committee discussion or response to the call for public comment. Cadence Matijevich, Washoe County, moved to approve reimbursement of the cost associated with Consent Agenda Items 6a-6g; 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

End of Consent Items

911 Emergency Response Advisory Committee

Draft Meeting Minutes

November 21, 2024

Page 5 of 6

7. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO FIRE DEPARTMENT – PURVIS FIRE STATION ALERTING** [For Possible Action] – A review, discussion and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the software, hardware, and installation of a PURVIS Fire Station Alerting System for the Reno-Tahoe Airport Fire Station (Station 90) for an amount not to exceed \$133,728.71; and if approved, forward such recommendation to the Board of County Commissioners. *Andy Ancho, City of Reno*

It was clarified that if the contract for service were to end, the equipment will be owned by the City of Reno and the City would be responsible to recoup the cost from the airport.

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 software, hardware, and installation of a PURVIS Fire Station Alerting System for the Reno-Tahoe Airport Fire Station (Station 90) for an amount not to exceed \$133,728.71; 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. **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.*

Cody Shadle, City of Reno, shared some system issues had been identified in the last configuration session and work is being done to resolve those. The vendor will be providing additional resources for the next session and implementing some preventative measures to help keep the project on schedule; an additional session will be provided if needed. The goal is to have the interface development and system configuration completed by March in order to begin testing. Change Order Two has been split into Change Order Two and Change Order Three subsequent to being presented to the Committee; the line items and amounts haven't changed. The plan for training is expected to be completed by the end January aiming to open that up for users May through go-live.

9. **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 January 16, 2024, at 1:30 p.m.

Cody Shadle, City of Reno, expressed appreciation and extended congratulations to Lisa Rose-Brown, City of Sparks, for her year as the Committee's Chair.

911 Emergency Response Advisory Committee

****Draft Meeting Minutes****

November 21, 2024

Page 6 of 6

- 10. 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.

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

The meeting adjourned at 1:46 p.m.

Draft