

911 Emergency Response Advisory Committee

****Meeting Minutes****

**Thursday, November 20, 2025
1:30 p.m.**

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

This meeting was held in person with a teleconference option.

MEMBERS

Cody Shadle, City of Reno, Chair
Chris Ketring, Washoe County, Vice-Chair
Andy Ancho, City of Reno
Tara Edmonson, City of Sparks
Amelia Galicia, Washoe County
JW Hodge, City of Reno
Derek Keller, City of Sparks
Cadence Matijevec, Washoe County
Connie Shepperd, City of Sparks
Eric Diamond, Washoe County School District

Committee website:

http://www.washoecounty.gov/technology/board_committees/911_response/index.php

AGENDA

1. CALL TO ORDER AND DETERMINATION OF QUORUM

The meeting was called to order at 1:30 p.m.

PRESENT

Andy Ancho	City of Reno (At-Large)
Tara Edmonson	City of Sparks (Municipal Court)
Amelia Galicia	Washoe County (Sheriff)
Derek Keller	City of Sparks (At-Large)
Cadence Matijevec	Washoe County (At-Large)
Cody Shadle	City of Reno (Municipal Court)
Connie Shepperd	City of Sparks (Police)
Eric Diamond	Washoe County School District (non-voting)

ABSENT

J.W. Hodge	City of Reno (Police)
Chris Ketring	Washoe County (At-Large)

Washoe County Deputy District Attorney Jennifer Gustafson was in attendance.

2. INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT VIA TEAMS/TELEPHONE

Washoe County Deputy District Attorney Jennifer Gustafson recited the instructions for providing public comment.

3. PUBLIC COMMENT

There was no response to the call for public comment, and no comments were submitted prior to the meeting.

4. APPROVAL OF SEPTEMBER 18, 2025, MINUTES

Sara DeLozier, Washoe County Technology Services, indicated the minutes were not prepared in time for the meeting. Washoe County Deputy District Attorney Jennifer Gustafson stated the minutes would come back to the Committee for approval at a future meeting.

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Responding to Ms. DeLozier's request, Chair Cody Shadle, City of Reno, announced that Agenda Items 5 and 6 would be opened together.

5. 911 FUND FINANCIAL SUMMARY & REVIEW OF REVENUE AND EXPENDITURE PROJECTIONS

6. REVIEW OF 911 EMERGENCY RESPONSE ADVISORY COMMITTEE BYLAWS

Sara DeLozier, Washoe County Technology Services, stated she was unable to prepare the financial summary, with one reason being the challenge presented by providing good budget authority figures for some of the older approvals. More than \$700,000 in approvals had not yet been requested. Part of the reason she wanted Agenda Items 5 and 6 to be heard together was to discuss ways to address the issue of unrequested funds. She said different expectations needed to be established so the County could provide accurate information. Additionally, she believed more time would be needed to facilitate the posting of agendas given new accessibility initiatives.

Ms. DeLozier requested that invoices be sent for everything that the County needs to pay. Currently, invoices are not submitted in a timely fashion, and she provided an example of an invoice that was three years old. She said the County was trying very hard to manage the fund, and she encouraged feedback from the Committee about how to manage it.

Quinn Korbolic, Washoe County Technology Services, stated the administrative burden of managing the Committee has grown given the large number of reimbursement requests. Staff tries its best to honor requests, but the failure of agencies to send invoices has become an issue. He thought it would be wise to establish guidelines and policies to dictate how reimbursements are managed.

Regarding the fiscal summary, Mr. Korbolic stated the 911 Fund had a balance of \$7.1 million at the end of fiscal year 2025, which was substantially over the \$5 million maximum. He noted the fund balance maximum was increased to \$7.5 million during the 2025 legislative session, meaning the balance was again below the threshold. Because the fund was again approaching the limit, it was important for reimbursements to be requested, particularly larger ones, before the end of the fiscal year.

Amelia Galicia, Washoe County, inquired about what happens when reimbursement amounts are not requested. Tara Edmonson, City of Sparks, responded that the Sheriff's Office Finance Department would have charge the County Finance Department for the reimbursement back into the budget. Chair Cody Shadle, City of Reno, added that some agencies ask for reimbursements ahead of being invoiced. Mr. Korbolic hoped for a process ensuring that future reimbursement requests would explain the request and contain receipts and invoices so Ms. DeLozier could process them without needing clarification from the agency.

Washoe County Deputy District Attorney Jennifer Gustafson recognized that the Committee's bylaws may need to be amended to require that materials be submitted for Committee review sooner than two weeks before a meeting so agendas can be posted in compliance with posting

requirements. She suggested that the second issue of invoices and reimbursements did not need to be added to the bylaws, but expectations needed to be established.

Mr. Korbolic conducted a PowerPoint presentation and reviewed slides with the following titles: Support Materials for Reimbursements (2 slides); Invoices; and Travel Reimbursements.

Ms. DeLozier stressed the importance of being able to demonstrate that she has not exceeded the approval amounts. She also wanted to be accountable to the Committee and all agencies. Mr. Korbolic added that maintaining a proper paper trail which allows people to see the documentation for any reimbursement is important in case an audit is ever needed or in case an agency questions whether a reimbursement was paid. That burden should be on the agencies requesting reimbursement, not on administrative staff. Ms. DeLozier explained she needed clarity, particularly with respect to larger regional projects, on whether purchases are fund-specific or are reimbursements. That clarity would help ensure that staff follows the law within the restrictions that are laid out.

Responding to the Chair's query about the 60-day timeline, Ms. DeLozier brought up an example of the \$700,000 allocated for consults. Mr. Korbolic indicated that if an agency receives a good or a service as part of a larger project, the agency should forward the vendor's invoice to the 911 Committee within 60 days. He clarified that the process for expenditures already paid by the agency would be different than the one for invoices for pre-approved anticipated expenditures. Ms. DeLozier summarized that it would make the process easier if agencies submitted the exact thing for which they were seeking payment.

Chair Shadle believed the request was reasonable and would help agencies be accountable. He acknowledged that City of Reno staff would need to verify if it has the documentation pertaining to some of the invoices it submitted to the County. He recognized the need to establish a system to provide invoices at the time requests are made. Ms. DeLozier said she tries to be mindful of which expenses are permitted when considering which should be reimbursed from the fund. She noted she cannot short-pay invoices. Responding to additional Committee member questions, she confirmed that the invoices she has been referencing are ones submitted by the independent agencies, not Committee members, for reimbursement.

Regarding the request to submit materials for meetings further in advance, Ms. DeLozier agreed that it would allow additional time to ensure items had sufficient information before including them on the agenda. After an item is placed on a Board of County Commissioner agenda, she creates any requisitions that she can in SAP so purchase orders can be prepared for issuance. She indicated it takes about three weeks for items to be placed on Board agendas.

Regarding those long-term pre-approved anticipated expenditures, Chair Shadle suggested determining a time interval where, if something has not been received or spent, the agency should reach out to the Committee for a status.

Ms. DeLozier thanked the Committee for listening to staff's concerns, which have become amplified as the program has grown.

There was no public comment on this item, and no action was taken.

7. **Consent Items**

- a. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY ANSWERING POINT (PSAP) – FY26 DISPATCH EQUIPMENT**
- b. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY ANSWERING POINT (PSAP) – FY26 HARRIS VIP DISPATCH WORKSTATION LICENSES AND ACCESSORIES**
- c. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS PUBLIC SAFETY ANSWERING POINT (PSAP) – FY26 NATIONAL EMERGENCY NUMBER ASSOCIATION (NENA) & ASSOCIATION OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS (APCO) MEMBERSHIPS**
- d. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – FY26 DISPATCH EQUIPMENT**
- e. **REQUEST FOR FUNDING FOR WASHOE COUNTY REGIONAL EMERGENCY ALERTING SOFTWARE – FY26 RAVE ALERT**

There was no Committee discussion, no response to the call for public comment, and no comments were submitted before the meeting.

Tara Edmonson, City of Sparks, moved that the Consent Items 7a through 7e be approved. Cadence Matijevich, Washoe County, seconded the motion, which carried on a 7-0 vote with JW Hodge and Chris Ketring absent.

End of Consent Items

- 8. **REQUEST FOR FUNDING FOR THE CITY OF RENO AND WASHOE COUNTY DISPATCH PUBLIC SAFETY ANSWERING POINTS (PSAPs) – ARCHITECTURAL REVIEW AND CONCEPTUAL DESIGNS**

Chair Cody Shadle, City of Reno, stated the purpose of this item was to allow for a feasibility study on the architectural design of the Regional Emergency Communications System facility. The study will show what reasonably can be done at the facility before any potential capital improvement plan project is launched. He said this would impact the \$700,000 consult item mentioned earlier in the meeting, which would need to be redone and incorporated into a future capital project.

In response to a Committee member question, Chair Shadle said the feasibility study would largely only consider the second floor of the facility.

There was no response to the call for public comment.

Chair Cody Shadle, City of Reno, moved to approve the request for funding for the City of Reno and Washoe County Dispatch Public Safety Answering Points’ architectural review and conceptual designs in an amount not to exceed \$29,700. Tara Edmonson, City of Sparks, seconded the motion, which carried on a 7-0 vote with JW Hodge and Chris Ketring absent.

- 9. **REQUEST FOR FUNDING FOR THE CITY OF RENO, THE CITY OF SPARKS AND WASHOE COUNTY DISPATCH PUBLIC SAFETY ANSWERING POINTS (PSAPs) – HEXAGON ONCALL DISPATCH COMPUTER AIDED DISPATCH INTEGRATION**

Chair Cody Shadle, City of Reno, indicated this item related to the Hexagon project, and it was for an interface which would integrate with the recording system which manages 911 calls and connect the records between the CAD system and the phone system.

Amelia Galicia, Washoe County, wondered whether the need for this integration is because Hexagon was a new program. Chair Shadle responded that this is functionality that Hexagon has but the current programming does not. The feature, which is not required, will improve current records maintenance processes.

There was no response to the call for public comment.

Cadence Matijevich, Washoe County, moved to approve the request to fund the costs associated with developing and implementing the required software interface between Verint and Hexagon OnCall Dispatch (CAD) for a total amount not to exceed \$26,450. Chair Shadle seconded the motion, which carried on a 7-0 vote with J.W. Hodge and Chris Ketring absent.

10. 911 MASTER PLAN REQUEST FOR QUALIFICATIONS UPDATE

Quinn Korbulic, Washoe County Technology Services, noted the request for qualifications was issued in July for a consultant to assist in producing a new 911 Master Plan. Proposals were reviewed and scored, and a vendor was selected. The County is currently in the process of contract negotiations and creating the statement of work. He intended to have that done in time to begin the new master plan process in the new year. He commented on the challenge of staff dedicating time to both this initiative and the Hexagon project.

Responding to Committee member queries, Mr. Korbulic indicated he wanted to get through contract negotiations before revealing the chosen vendor. He acknowledged that the original plan was to begin work on the master plan before the new year, but the vendor's proposal works with the timeline by which the new master plan would need to be in place.

12. 911 EMERGENCY RESPONSE ADVISORY COMMITTEE MEMBER AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION, AND SELECTION OF TOPICS FOR FUTURE AGENDAS

Chair Cody Shadle, City of Reno, reiterated a prior request for a discussion about the financial implications of a drawdown of bodycam funding as it relates to the Committee. He requested that it be placed on the next meeting agenda. Quinn Korbulic, Washoe County Technology Services, stated he had intended to include it on this meeting's agenda but became too busy. He thought the timing of the discussion in January would be fitting since budget season would be getting underway at that time.

Chair Shadle wondered whether, as part of that discussion, consideration could be made by the Committee about the possible need to modify other bylaws. Washoe County Deputy District Attorney Jennifer Gustafson replied that discussions about bylaws should generally pinpoint specific areas in the bylaws that are being considered for modification. If a specific bylaw comes up that may require further discussion, the topic could be continued until it is properly agendized so the Commission could take action on it.

Ms. Gustafson indicated she has not yet had time to conduct research into Chair Shadle's previous request about the Federal Communications Commission's appeal process.

Cadence Matijevich, Washoe County, requested an item for the Committee to contemplate any potential bill draft requests (BDRs) pertaining to how the Committee operates. County

departments have until the end of January to submit BDRs, and the County then has the option to include them in their BDRs or try to seek sponsors for them. There may not be such a request, she pointed out, but she wanted the opportunity for the Committee to discuss it.

The next regular meeting is scheduled for January 15, 2026, at 1:30 p.m.

13. PUBLIC COMMENT

There was no response to the call for public comment.

14. ADJOURNMENT

The meeting adjourned at 2:20 p.m.

Respectfully submitted by Derek Sonderfan, Independent Contractor