

911 Emergency Response Advisory Committee

****Draft Meeting Minutes****

September 18, 2025

Page 1 of 5

911 Emergency Response Advisory Committee

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**Thursday, September 18, 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
Jenn Felter, Washoe County
JW Hodge, City of Reno
Derek Keller, City of Sparks
Cadence Matijevich, Washoe County
Connie Shepperd, City of Sparks
Chris Szabo, 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)
J.W. Hodge	City of Reno (Police)
Derek Keller	City of Sparks (At-Large)
Chris Ketring	Washoe County (At-Large)
Cadence Matijevich	Washoe County (At-Large)
Cody Shadle	City of Reno (Municipal Court)
Connie Shepperd	City of Sparks (Police)

ABSENT

Eric Diamond	Washoe County School District (non-voting)
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Jen Gustafson, Deputy District Attorney, Washoe County District Attorney's Office, was present. She indicated that the position on the Committee previously held by Jenn Felter would be filled by Amelia Galicia, who was also present. Because the standard practice for committee appointments had not been followed, however, the position would remain vacant and Ms. Galicia would not vote during this meeting. A brief discussion ensued regarding the appointment process for the Committee. Cadence Matijevich, Washoe County, indicated that Board of County Commissioner approval was needed for her position on the Committee, but she was unsure whether the same was required of the Sheriff's Office position. Sara DeLozier, Washoe County Technology Services, said she would research how prior Sheriff's Office appointments were handled.

911 Emergency Response Advisory Committee

Draft Meeting Minutes

September 18, 2025

Page 2 of 5

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.

4. APPROVAL OF JULY 17, 2025, MINUTES

Tara Edmonson, City of Sparks, moved to approve the July 17, 2025, Committee meeting minutes as written. Vice-Chair Chris Ketring, Washoe County, seconded the motion. There was no response to the call for public comment. Upon the call for a vote, the motion carried unanimously.

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

Sara DeLozier, Washoe County Technology Services, stated she was unable to prepare a meaningful report about the fund in time, but she would have one ready for the Committee's November meeting. She was nearing completion on a list of past Committee approvals, which had been requested.

Ms. DeLozier indicated the revenue for the fiscal year (FY) 2025 fund exceeded projections by \$7,000. Approximately \$5 million was paid or reimbursed, and the ending fund balance was around \$7 million including opened purchase orders but not including outstanding approvals for regional projects, Truckee Meadows Fire & Rescue, or Washoe County departments. She noted that every item on this agenda except item 7 would cost around \$400,000.

Responding to the Chair's questions, Ms. DeLozier clarified that the ending fund balance was actually around \$8 million, but that was reduced to \$7 million once the outstanding purchase orders for certain jurisdictions were taken into account. She estimated that the items which have been approved but not yet reimbursed cost around \$2 million. Ms. Matijevich, Washoe County, relayed her understanding that the County has a statutory responsibility to lower the rate if it exceeds the fund balance. Ms. DeLozier was unsure how that would be handled given the decision to increase the fund balance limit. Ms. Matijevich pointed out that that would not take place until October, so the County could not take advantage of that for FY25. Washoe County Deputy District Attorney Jennifer Gustafson opined that more information about the fund will be needed so it could be discussed in November, but she confirmed that action must be taken to lower the amount collected if the unencumbered fund balance exceeds the statutory limit. Ms. DeLozier said she would try to have the data prepared for the Committee's next meeting.

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Chair Cody Shadle, City of Reno, confirmed that Agenda Item 7 was pulled from the agenda, though he anticipated it would come back before the Committee at a future date.

6. Consent Items [For Possible Action]

a. REQUEST FOR REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY ANSWERING POINT (PSAP) – FY26 DISPATCH EQUIPMENT

911 Emergency Response Advisory Committee

Draft Meeting Minutes

September 18, 2025

Page 3 of 5

- b. **REQUEST FOR REIMBURSEMENT FOR THE CITY OF RENO DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – NENA CONFERENCE**
- c. **REQUEST FOR REIMBURSEMENT FOR CITY OF RENO FIRE DEPARTMENT – FIRST DUE FIRE RESPONSE SOFTWARE**
- d. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EFD CERTIFICATIONS**
- e. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH EQUIPMENT**
- f. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH EQUIPMENT**
- g. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – DISPATCH EQUIPMENT**
- h. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED EMD/EPD/EPD CERTIFICATIONS**
- i. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – EMERGENCY SERVICE PLAN (ESP)**
- j. **REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY SHERIFF’S OFFICE PUBLIC SAFETY ANSWERING POINT (PSAP) – CARBYNE**

There was no Committee discussion or response to the call for public comment.

Cadence Matijevich, Washoe County, moved that the Consent Items 6a through 6j be approved. JW Hodge, City of Reno, seconded the motion, which carried unanimously

End of Consent Items

- 8. **REQUEST FOR REIMBURSEMENT FOR CITY OF SPARKS DISPATCH PUBLIC SAFETY ANSWERING POINT (PSAP) – IAED ETC CERTIFICATIONS**

Connie Shepperd, City of Sparks, did not believe this class had previously been submitted for reimbursement, but she felt it should be approved because the Committee previously funded IAED conferences. She wondered about the types of training the Committee would reimburse. Chair Cody Shadle, City of Reno, provided details about the course, which he said supported IAED’s protocols. He expressed support for approval.

There was no response to the call for public comment.

Chair Shadle moved to approve the request to reimburse Sparks Police Department Dispatch Public Safety Answering Point in the amount of \$1,050.00 for the costs associated with three Priority Dispatch IAED ETC certifications. Tara Edmonson, City of Sparks, seconded the motion. Upon the call for a vote, the motion carried unanimously.

911 Emergency Response Advisory Committee

Draft Meeting Minutes

September 18, 2025

Page 4 of 5

9. REQUEST FOR REIMBURSEMENT FOR THE CITY OF SPARKS – AXON CONTRACT FOR AXON BODY WORN CAMERA AND FLEET CAMERA AND NETWORK FIBER

Tara Edmonson, City of Sparks, indicated the amount not to exceed on the network fiber is \$24,000. The two bills she provided were for this fiscal year were about \$700 less than that amount, though she was unsure why that was. The City of Sparks would only request reimbursements for the amounts they were billing.

There was no response to the call for public comment.

Chair Cody Shadle, City of Reno, moved to approve the request to reimburse the City of Sparks up to \$202,264.92 for the Year 1(b) body worn camera costs, fleet camera costs, and the FY25/26 network service costs. Connie Sheppard, City of Sparks, seconded the motion, which carried unanimously.

10. REQUEST FOR REIMBURSEMENT FOR WASHOE COUNTY TECHNOLOGY SERVICES – DIGI-DEVICE

Erick Willrich, Washoe County Technology Services, stated the County purchased a Digi-Device as part of the Hexagon project, and the device will support all four apps for the project. Chair Cody Shadle, City of Reno, provided additional information about the function of the device, adding that it will support all four public safety answering points. He expected a similar device to be requested in the future.

There was no response to the call for public comment.

Cadence Matijevich, Washoe County, moved to approve the request for reimbursement for Washoe County Technology Services of one Digi-Device in an amount not to exceed \$1,683.00. Chair Shadle seconded the motion, which carried unanimously.

11. 911 MASTER PLAN REQUEST FOR QUALIFICATIONS UPDATE

Chair Cody Shadle, City of Reno, noted that the request for qualifications was released on August 8 and closed on August 29. Several proposals were received and are being reviewed, and contract negotiations with the selected vendors are expected to take place by the end of the month. The Committee will then be notified, and a request for reimbursement submitted.

There was no response to the call for public comment.

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

Regarding a request she previously made about the use of funds for body-worn cameras, Cadence Matijevich, Washoe County, requested an agenda item to discuss what might happen to the fund if those funds were phased out. Given the financial situations of each local agency, she thought it would be useful for their fiscal staffs to understand any impacts to fund balances as they approached their master planning processes. She expressed concern about the risk of the Federal Communications Commission (FCC) taking action under the current administration. She proposed discussing the impacts of a four-year stepdown. Chair Cody Shadle, City of Reno, believed that was already being prepared for the Committee's November meeting.

911 Emergency Response Advisory Committee

Draft Meeting Minutes

September 18, 2025

Page 5 of 5

Vice-Chair Chris Ketring, Washoe County, added a request for more information about the FCC's regulations for body-worn cameras and how they differed from state statutes. Washoe County Deputy District Attorney offered to send the Committee members a legal framework to review, though it may not be specifically agendaized for discussion. Responding to the Chair's additional query, she indicated she would look into the FCC's appeal process as well.

Ms. Matijevich asked Ms. Gustafson to provide guidance about Washoe County's responsibility if its fiscal year 2025 ending fund balance exceeded \$5 million. Ms. Gustafson read from the statute, saying that the Board of County Commissioners would need to reduce the amount of next year's surcharge by the amount necessary to ensure that next year's unencumbered balance does not exceed \$5 million. She will research the matter and provide additional information about how the increase to \$7.5 million may impact that.

The next regular meeting is scheduled for November 20, 2025, at 1:30 p.m.

13. PUBLIC COMMENT

There was no response to the call for public comment.

14. ADJOURNMENT

The meeting adjourned at 2:01 p.m.

Respectfully submitted by Derek Sonderfan, Independent Contractor.