

911 Emergency Response Advisory Committee

Minutes

THURSDAY ~ July 17, 2014 ~ 1:30 P.M.
REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA

MEMBERS

Duane Meyer, Chair
Chris Maples, Vice-chair
Mike Brown
Daniel Johnson
Aaron Kenneston
Shannon Wiecking
Teresa Wiley

1. CALL TO ORDER AND ROLL CALL [Non-action item]

Chair Meyer called the meeting to order at 1:30 p.m. A quorum was established.

PRESENT: Daniel Johnson, Aaron Kenneston, Chris Maples, Duane Meyer, Shannon Wiecking and Teresa Wiley.

ABSENT: Mike Brown.

Jen Gustafson – Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

Gary Beekman introduced Paul Burr - Acting CIMO (Chief Information Management Officer).

3. APPROVAL OF MINUTES [For possible action] – May 15, 2014

It was moved by Member Johnson, seconded by Member Maples, to approve the May 15, 2014, minutes, as submitted. The motion carried: Members Johnson, Kenneston, Maples, Wiecking, Wiley and Chair Meyer assenting; and Member Brown absent.

4. REVENUE/PAYABLES AND ENDING FUND BALANCE REPORTS [For possible action] – A review, discussion and possible action to accept the Revenue/Payables and Uncommitted Ending Fund Balance reports.

Annette Van Der Wall – Technology Services, noted that the projected ending fund balance is \$740,000.00 and that there are some outstanding travel/training expenses that need to be paid. Ms. Van Der Wall commented that the Travel/Training budget had not been overspent and that PSALI (Private Switch Automatic Location Identification) reimbursement is being collected as planned and included in the report. Ms. Van Der Wall introduced Crystal Carter, the new accountant that provided the financial reports

It was moved by Member Johnson, seconded by Member Wiley, to accept the Revenue/Payables and Uncommitted Ending Fund Balance reports, as presented. The motion carried: Members Johnson, Kenneston, Maples, Wiecking, Wiley and Chair Meyer assenting; and Member Brown absent.

5. FUNDING REQUEST - PRO-QA AND PRIORITY DISPATCH [For possible action] – A review, discussion, and possible action to approve, deny or otherwise modify a funding request for the Washoe County Sheriff's Office for the ProQA - Priority Dispatch Extended Service Plan/Annual Maintenance in an amount not to exceed \$19,573.00.

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Clay Griffin – Washoe County PSAP (Public Safety Answering Point), provided an overview of the request to fund the Pro-QA and Priority Dispatch Extended Service Plan/Annual Maintenance in an amount not to exceed \$19,573.00.

Hearing no public comment, Chair Meyer asked for board discussion or a motion.

It was moved by Member Kenneston, seconded by Member Wiecking, to approve the funding request for the ProQA - Priority Dispatch Extended Service Plan/Annual Maintenance in an amount not to exceed \$19,573.00. The motion carried: Members Johnson, Kenneston, Maples, Wiecking, Wiley and Chair Meyer assenting; and Member Brown absent.

6. INTRADO RECORDING UPDATE [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a proposal to move forward with the Intrado Recording solution for the (3) primary PSAP's.*

Clay Griffin – Washoe County PSAP (Public Safety Answering Point), recalled the recording failures and direction to look at upgrading the recording system for Washoe County as well as the Reno, Sparks and WCSD (Washoe County School District) dispatch centers. Mr. Griffin noted that the Intrado upgrade is also needed for the VIDA (Voice, Interoperability, Data, and Access) switch.

Hearing no public comment Chair Meyer asked for board discussion or a motion.

Responding to Member Johnson's inquiry about the monthly recurring costs, Ray Halterman – Intrado, drew attention to the \$8,910.00 recurring monthly costs for the 27-positions.

In response to Chair Meyer's question about whether the WCSD center received calls directly, Tracy Moore – WCSD Police, explained that the WCSD center has calls "pushed" to them by the three (3) primary PSAP's. Mr. Moore noted that while he did not have call statistics, he could obtain the information. Mr. Moore stated that WCSD personnel are directed to call 911 for emergency assistance, which will then be rerouted to the appropriate responder (e.g. fire, law enforcement or medical). Mr. Moore believes that the equipment was purchased using Enhanced 911 surcharge funds but will have to verify the Exacom purchase with purchasing.

Mr. Griffin noted that the Exacom system replaced the Dictaphone and was installed at the WCSD Dispatch center and that maintenance upgrades were limited to the primary PSAPs.

Responding to Chair Meyer's inquiry about the cost per position and WCSD specifically, Mr. Halterman noted that the 27 positions cost \$330.00 per month. Of those 27 positions only 3 are located at the WCSD Dispatch Center.

Chair Meyer voiced his concern about whether the Enhanced 911 Surcharge Funds could be used for the WCSD since it is not a secondary PSAP.

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Jen Gustafson – Deputy District Attorney, suggested that the matter be continued to allow an opportunity to obtain the necessary information.

Member Maples suggested that the staff report include background on whether the WCSD has been supported in the past.

Annette Van Der Wall – Technology Services, explained that there needs to be some discussion about whether the Exacom contract should be renewed and suggested that a small groups meet to discuss the issues.

Member Johnson commented that the Exacom maintenance agreement had been funded for an additional year with direction to pursue other options for recording solutions and is in previous meeting minutes (March 20, 2014).

Mr. Moore drew attention to the Active Assailant Plan that requires all law enforcement agencies to use channels PSLE 1 (Public Safety Law Enforcement) and/or PSLE 2. Mr. Moore noted the need to be able to record those incidents as part of the evidence collection process. Mr. Moore emphasized that the public and WCSD personnel are directed to call 911 directly so that the proper resources can be dispatched to the situation and provide continuity of process.

Chair Meyer reiterated his concern that NRS (Nevada Revised Statutes) might not allow the use of Enhanced 911 Surcharge funds for the WCSD.

Mr. Halterman noted that the removal of the 3 WCSD positions would reduce the monthly charge to \$8,433.00, which he believes the board could approve at today's (July 17, 2014) meeting.

Ms. Gustafson noted that distribution of information should occur through the recording secretary and that the design of and service for public safety communications is exempt from the competitive bid process under NRS. Therefore, it is Ms. Gustafson's opinion that the recordation system would be covered by that exemption as well. Ms. Gustafson noted that she would review the WCSD request at the board's request.

Chair Meyer expressed his appreciation to Ms. Gustafson for reviewing the WCSD request to ascertain whether funding for the recordation of their calls would be an appropriate use of Enhanced 911 Surcharge funds.

Mr. Griffin recalled that he believes the WCSD Exacom equipment was added in 2003 or 2004 and that the recording system also records 800 MHz frequencies.

It was moved by Member Johnson, seconded by Member Wiley, to continue the Intrado Recording Solution until the September 18, 2014, meeting. The motion carried: Members Johnson, Kenneston, Maples, Wiecking, Wiley and Chair Meyer assenting; and Member Brown absent.

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7. **NAVIGATOR TRAINING REPORTS FROM RENO AND SPARKS PSAP's (Public Safety Answering Point)** [Non-action item] – *An informational overview of the Navigator and other training attended by representatives of the Reno and Sparks PSAP's.*

Member Wiley noted that reports had been distributed as part of the support materials for today's (July 17, 2014) meeting.

There were no board or public comments.

8. **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 at 1:30 p.m., September 18, 2014.*

No new agenda items were identified. Agenda Item 6 is continued until the September 18, 2014, meeting and will include a staff report and fee structure along with a legal analysis.

9. **PUBLIC COMMENT** [Non-action item]

There were no public comments.

10. **ADJOURNMENT** [Non action item]

Chair Meyer adjourned the meeting at 1:56 p.m.

AS APPROVED BY THE 911 EMERGENCY RESPONSE ADVISORY COMMITTEE IN SESSION ON SEPTEMBER 18, 2014.