



Meeting Minutes Nevada Public Safety Communications Committee (NPSCC) Statewide 911 Coordinator Subcommittee

Attendance	DATE	Tuesday, September 24, 2015	
	TIME	9:00 A.M.	
	LOCATION	Nevada Division of Emergency Management Training Room 2478 Fairview Drive Carson City, Nevada 89701	
	METHOD	Teleconference	
	RECORDER	Janell Woodward	
Committee Members	Present	Ex-Officio Members, Staff and Others	Present
Lou Amell	X	Janell Woodward (NDEM Staff)	X
Barbara Brabenec	X	Samantha Ladich (AG Rep)	X
Denise Kee	X	Kelli Anderson (NDEM Staff)	
Patrick Irwin	X	Rick Martin (NDEM Staff)	
Nonie McCandless	X		
Karen Stout			

1. CALL TO ORDER AND ROLL CALL.

Chair, Lou Amell called the meeting to order and Janell Woodward called roll. A quorum was established with all committee members in attendance.

2. PUBLIC COMMENT.

Chair, Lou Amell opened the meeting for public comment. There were none.

3. APPROVAL OF MINUTES.

Chair, Lou Amell requested a motion for approval of the minutes from the August 25, 2015, NPSCC Statewide 911 Coordinator Subcommittee meeting. Nonie McCandless made a motion to approve the minutes. Denise Kee seconded the motion. There was no discussion. All were in favor and the minutes were unanimously accepted as written.

4. PROJECT DEADLINE AND DISCUSSION OF MEETING FREQUENCY.

Chair, Lou Amell indicated that during the recent NPSCC meeting on September 15, it was stated that a recommendation needed to be to the Governor's office no later than October 1 in order for the Governor's office to move an item forward to the legislature. Prior to sending anything to the Governor's office, the recommendation from the subcommittee must first go to the full NPSCC for approval with the NPSCC then sending the recommendation to the Governor's desk.

Lou suggested that the subcommittee have their work completed by August in order to go before the full NPSCC which would typically be in September. Denise Kee suggested moving that deadline back to July in order to have the subcommittee complete everything prior to moving it forward to the NPSCC members in August prior to the September NPSCC meeting.

With regard to meeting frequency, this will be determined on the work being done. The minimum time frame for posting an agenda for an open meeting is three days so a meeting could conceivably be put together with four working days. Logistically, a better timeframe would probably be at least 1-2 weeks' advance notice. Nonie McCandless suggested that a time limit be given to committee members responding to a poll for meeting dates and times. This will be done in the future.

A GoToMeeting option was brought up in order to make the meeting process a little easier. Deputy Attorney General, Samantha Ladich has a request into the Attorney General's office to see if there would be any legal issues with regard to the Open Meeting Law and the use of GoToMeeting or a similar product.

5. DISCUSSION OF CREATION OF PROJECT OUTLINE.

Chair, Lou Amell indicated that an outline is needed to determine how the committee will approach the work that needs to be done. Lou asked if two volunteers could work to put together an outline. Barbara Brabenec suggested that a plan be determined at this meeting as well as outlining some work assignments for members prior to the next meeting in order to begin moving forward. Samantha Ladich stated that individual assignments would be fine.

Nonie McCandless volunteered to look at documents from other states and try to come up with an outline. Denise Kee added her view of the project focus as below with those who volunteered for each section. Certainly some other issues could be added as required.

1. Current status of 911 in Nevada – Pat Irwin
2. Future of Next-Gen 911 and what that means to Nevada – Pat Irwin
3. Why a Statewide 911 Coordinator is needed – Denise Kee
4. Roles and Responsibilities – Barbara Brabanec
5. How to fund a Statewide 911 Coordinator – Lou Amell/full committee
6. Legislative issues – full committee

Lou asked the committee asked for ideas of how much time would be needed prior to the next meeting. General consensus was that everyone would need about a month to begin pulling together information for each section. Janell will determine a date and time that works for the committee for the next meeting.

6. PUBLIC COMMENT.

Chair, Lou Amell opened the meeting up once again for public comment. Nonie McCandless suggested a standing agenda item such as follow-up items detailing out tasks that continue with each meeting. This will ensure that no tasks are overlooked. Lou added that as this process goes ahead, any subcommittees formed will need to report back to the subcommittee at each meeting. This standing agenda item should probably be a list of the above six items. Additionally, it was clarified that as each item is sent to the group prior to a meeting, it becomes public record and the public can request access to it.

Nonie asked whether the subcommittee is required to follow Robert's Rules of Order and Samantha Ladich stated they are not required to follow this. There was no other public comment.

Lou thanked all the members of the subcommittee for attending the meeting and their willingness to each take on a piece of the work to be completed by the subcommittee.

7. ADJOURN.

Chair, Lou Amell called for a motion to adjourn the meeting. Pat Irwin made the motion for adjournment and Denise Kee seconded. All were in favor with no opposition and the meeting adjourned.