



Southern Nevada Area Communications Council

MEETING MINUTES

Date: October 17, 2018

Location: Las Vegas Valley Water District
Mead 3 Conference Room
1001 S. Valley Boulevard
Las Vegas, NV 89107

Time: 9:00 A.M.

Board members present:

Dane Mattoon, Chair
Scott Mazick
Brad Adams
Wendy Lotman

Chris Vasquez
Bill Baltas
Frank Milligan

Call to Order

Public Comment: Robert Plant, State of Nevada Emergency Management - a month and a half ago went out and tested all the cross band repeaters in the state and sent out a list of issues that need to be corrected to NDOT. We are moving forward with the state-wide P25 Phase 2 upgrade. DEM now has all radios that will be distributed to all every county emergency operations center in the State - they will be on the mutual aid talkgroups, to further implement plan of interoperability statewide.

Unless otherwise stated, items may be taken out of the order presented on the agenda, and two or more items may be combined for consideration. The Board may also remove an item from the agenda or delay discussion relating to an item at any time

- 1. Approve the August agenda with the inclusion of tabled and/or reconsidered items, emergency items, and/or deletion of items, and approve the minutes of the June 25, 2018 meeting. (FOR POSSIBLE ACTION):**

- A motion was made to approve; motion passed unanimously.

2. Receive the Administrator’s Report with the inclusion of the status on the P25 migration upgrade and SNACC Budget Report for the month of August and September 2018. (FOR DISCUSSION):

- *Report:*

SNACC Administrators Report

October 17, 2018

SNACC Business:

Any news on a possible move of the SNACC headquarters is still probably 7-9 months out, as that is when the consultant’s report will probably be out. The CCWRD is taking our concerns into consideration.

Boulder City dispatch recorders have been installed. Fire Alarm Office (FAO) and Henderson Dispatch centers are presently having new recorders installed.

A training/back up dispatch center for FAO is presently being installed at the Veterans Memorial High School. Testing and optimization is underway at this time.

SNACC has been meeting with Hoover Dam officials on having SNACC install a 6 channel site, and taking over the maintenance of their dispatch center. There have been monies set aside by the federal government for this and we are presently working on getting quotes for maintenance. Motorola engineering has performed a site-walk. Things are progressing at a good rate. I will keep the board informed of future developments. I hope to possibly bring a final proposal to the next board meeting or early next year.

The Boulder City site move is complete and went very smoothly. This was accomplished in one day.

We are beginning investigations into a microwave upgrade project. This is necessary due to the age of the equipment and the advancement in technology. (Analog operations to Ethernet operations)

Open Receivables:

| Name | Account | Invoice | Amount | Inv. Date | Description | Due Date | Days past due |
|---------------------------------|----------|----------|-----------|-----------|----------------|-----------|---------------|
| Lake Mead Nation Park Svc | 10002933 | 90180967 | 21,594.52 | 6/3/2015 | SNACC - SUA II | 7/3/2015 | 1194 |
| Lake Mead Nation Park Svc | 10002933 | 90196632 | 21,594.52 | 5/18/2016 | SNACC - SUA II | 6/17/2016 | 839 |
| Lake Mead Nation Park Svc | 10002933 | 90214861 | 21,594.52 | 6/13/2017 | SNACC - SUA II | 7/13/2017 | 447 |
| Lake Mead Nation Park Svc | 10002933 | 90228635 | 21,594.51 | 5/3/2018 | SNACC - SUA II | 6/3/2018 | 131 |
| Community Ambulance | 10001914 | 90230758 | 19.68 | 6/20/2018 | SNACC Radios | 7/20/2018 | 83 |
| RTC | 10000817 | 90231480 | 11,994.40 | 7/11/2018 | SNACC Radios | 8/11/2018 | 54 |
| Guardian Elite Medical Services | 10006302 | 90231523 | 1,747.55 | 7/12/2018 | SNACC Radios | 8/12/2018 | 60 |
| MGM Resorts International | 10006092 | 90231551 | 249.65 | 7/12/2018 | SNACC Radios | 8/12/2018 | 60 |
| Nye County Sherriff's Office | 10000031 | 90231556 | 56,144.85 | 7/12/2018 | SNACC Radios | 8/12/2018 | 60 |

Strategic Reports:

August Budget Variances:

1. Cleaning/Custodial – **7.7%** - **\$210** – Mr. Janitorial cleaning services.
2. Office Supplies – **9.2%** - **\$184.42** – Staples supplies
3. Electricity for repeater sites – **33.3%** - **\$7317.62** – NV Power, Boulder City, LVVWD
4. Vehicle Maintenance – **9.6%** - **\$1916.04** – July 2018 Automotive
5. Telecommunications – **16.5%** - **1201.43** – Verizon wireless, 2018-07 Airwatch License, Free July 2018
6. Print/Production – **10.7%** - **\$171.35** – Konica Minolta copier charges July 2018.

September Budget Variances:

1. Equipment maintenance repair – **11%** - **\$1487.50** – DP Air Preventative Maintenance.
2. Cleaning/Custodial – **7.7%** - **\$210** – Mr. Janitorial – Cleaning services.
3. Operating and cleaning supplies – **8.1%** - **\$60.57** – Brady - Toilet paper, paper towels, tissue, etc.
4. Electricity for repeater sites – **6.4%** - **\$1424.08** – NV Power, Boulder City, LVVWD.
5. Telecommunications – **83.5%** - **\$709.94** – July and August 2018. At&t , Verizon wireless.
6. Print/Reproduction – **10.1%** - **\$166.58** – Konica Minolta copier charges July 2018.

System Reports:

August 2018:

1. Airtime – 3,627.6 (Hours)
2. Total PTT's – 2,732,088
3. Total Number of Busies – 70 (1.77 minutes)

September 2018:

1. Airtime – 3,556.5 (Hours)
2. Total PTT's – 2,685,914
3. Total Number of Busies – 106 (3.05 minutes)

These reports can be viewed on the SNACC website at: <http://SNACCOOnline.com>

3. Update on 7.17 version voice recorders progress. (FOR DISCUSSION):

- Dave Goss – Gave the update on this in the Administrator's report. This will be removed from the future agendas until March 2019.
- Wendy Lotman – We went live on September 26, 2018.

4. Remove the SNACC equity buy-in fee. (FOR POSSIBLE ACTION):

- Dane Mattoon – Requested to have this item on here because most of the members and customers presently on the system have bought ID's to add to the SNACC system, but now we can remove

this buy-in fee and be a little more competitive. Dave reached out to everyone just to get a feel of things

- Frank Milligan – Want to make sure we are all clear on this, what we look in comparison with Las Vegas Metropolitan Police Department.
- Dave Goss – Las Vegas Metropolitan Police Department has never had a buy-in fee. And their yearly rate is close to the same as SNACC's. We have lost customers that we have met with like the Convention Center and School District Buses. If we wanted to keep getting new customers removing the buy-in would be best way to go.
- Frank Milligan – We do not want to be in competition with LVMPD. Also, what potential customers have we lost?
- Dave Goss - Convention Center, School District Buses, and UNLV Facilities. Convention Center was starting at 200 radios.
- Dane Mattoon – Convention Center is putting in a less mission critical system and less expensive.
- Dave Goss – It is a commercial system. We tried to talk to them about the outside convention center events. We were convinced that they did not join due to the buy-in fee. The last thing heard was that they were going to go through BearCom. Made a few attempts to reach out and no one returned the phone call.
- Chris Vasquez – There is still time to reach out and try to offer them coverage provided by SNACC.
- Dane Mattoon – The School District Buses went with a much robust system. We don't need to build out and we are covered in the Valley real well. We can be chasing away customers with this buy-in fee.
- Frank Milligan – If we bring folks in and they have 200 units, would we be bringing on another Board member?
- Dave Goss – Yes, if there are over 200 radios on the system.
- Dane Mattoon – It would have to be a Public Safety organization, the way it is defined.
- A motion was made to approve; motion passed unanimously.

5. Approve the quote from 3Sixty Mission Critical to replace the DC plant battery for Arden site. (FOR POSSIBLE ACTION)

- Dave Goss – We have a battery pack up on Arden Peak to keep the site active in case of a power fail. It has been 18 years but we did test the batteries and they tested very low so we feel it is time to replace these batteries. It would be to our advantage to get them replaced.
- Dane Mattoon – They are on a 20 year life span and we are on year 18 and we are being proactive by replacing them.
- Scott Mazick – Will there be any outages while replacing these batteries? This quote is a budgetary quote only?
- Dave Goss – No, there will not be any outages and there was an updated quote.
- Dane Mattoon – These batteries are there so if we lose commercial power, these keep everything running until the generator kicks on?
- Dave Goss - Right, or if the generator fails, we keep our microwave and all connections good.
- Dane Mattoon – How long would that last?
- Dave Goss – About six to eight hours. It is a very large battery bank. It would last for quite a while. And as new microwaves come on they use less power.
- A motion was made to approve; motion passed unanimously.

- **Dave Goss added that there were copies with some changes. Scott Mazick requested Dave to notify the Board in case there is any down time with all future changes or updates.**

6. Approve the Motorola Change Order #7 for adding consoles. (FOR POSSIBLE ACTION):

- Dave Goss – This is to add the SUAII payments for the two new consoles for North Las Vegas and Fire Alarm Office. Also, the AIS that was added for the recording. The only difference is each entity will be paying us back for the SUAII for their dispatch centers. Costs for SNACC will be the SUAII for the Panorama site. Nye County put in the site and paid for it and now they are handing it over to SNACC. If they leave SNACC they can have the site back, we are working on a Memorandum of Understanding.
- Dane Mattoon – So we are increasing a tower on our system and that cost us \$6000 (Plus) for this?
- Dave Goss – The customers for the dispatch centers pay SNACC back for the payments made up front by SNACC on these contracts.
- Chris Vasquez – The NICE recorder; The SUAII will be paid by SNACC and will be reimbursed by Henderson. Boulder City, too? Fire Alarm office?
- Dave Goss - Yes, they will reimburse SNACC. Boulder City paid it all on their own. The SUAII will be paid to SNACC also by Fire Alarm Office.
- Curtis Steadman – The AIS for the recorder is on there. One AIS was added for Fire Alarm Office, City of Las Vegas has not entered into an agreement with Verint like Henderson has.
- A motion was made to approve; motion passed unanimously.

7. Combine the Operations Governance and Technical Working Groups into one working group. (FOR DISCUSSION):

- Chris Vasquez – I still think they need to stay separate. Where our system is with our upgrades, we need to keep them separate. We needed to revisit the membership of these groups.
- Dave Goss – I can understand what Chris is saying, it makes perfect sense. It appears to me that we discuss the same subjects twice before we bring it to the SNACC meeting. I do understand that until we get through our upgrade it is best to keep these groups separate.
- Frank Milligan – How often are we meeting with these groups?
- Dave Goss – Every other month, one month OPS/GOV and the following month Technical Working Group.
- Chris Vasquez – I understand Dave’s point about discussing these items twice sometimes. But we need to continue re-visiting SOP’s and Strategic Plan.
- Dave Goss – I think we need to keep these meetings separate for now.
- Chris Vasquez – We should be following the agenda.
- Scott Mazick – I think they should be separate. From a technical side, the more hands you get involved the more opinions you get involved, the longer it takes to get things done. I am not sure what constitutes us having more members in these meetings
- Dave Goss – We can’t have a quorum.
- Chris Vasquez – Since we have ten members, we can go with five members. If we make sure who wants to attend these, we will not have more than the allowed at these meetings.
- Dane Mattoon – If we do have a quorum we would have to post the meeting ahead of time.
- Chris Vasquez – If you would like to join these groups, let us know. Like Nye County, we can use more technical direction at the Technical Working Group meetings.
- Brad Adams – Absolutely.

- Wendy Lotman – I will participate at the OPS/Gov working group.
- Bill Baltas – I can be put down for the OPS/Gov working group.
- Dave Goss – We will get these lists together and send these out.
- Dane Mattoon – For the record, these working groups are to come together and bring recommendations for the Board. We will leave it the way it is.
- Chris Vasquez – On the last two pages is the breakdown of what the two groups do:
- **Technical Working Group Policy:**

SOUTHERN NEVADA AREA COMMUNICATIONS COUNCIL

Technical Working Group Policy

SNACC’s Technical Working Group (TWG) exists to provide a forum for SNACC member representatives, staff, contractors, and other interested parties to discuss technical aspects of SNACC’s administrative methods. Over the years of its existence, it has operated at times as either an informal working group or an informal advisory body to SNACC. As needs change, it may operate as either. The intent of this policy is to provide direction for holding TWG meetings in order to maximize flexibility and participation in compliance with the Open Meeting Law (OML) without unnecessary procedural cost.

Unless expressly and unequivocally directed by SNACC, TWG shall not act as an “advisory body,” within the meaning of OML, by voting, collective decision making or presenting unified decisions or recommendations, as a body, to the SNACC. Rather, each participant may individually present matters discussed in TWG to SNACC or not, as appropriate to that person’s responsibility and as provided for by law.

The Chairman of SNACC shall be the Chairman of the TWG, whose duties shall include primarily making sure that TWG meetings do not violate the OML and orderly proceed through the matters to be discussed at the meetings. The Administrator shall attend all TWG meetings, and shall act as Vice Chair.

Whenever possible, each SNACC representative shall let the Chairman and Administrator know at least a week before hand if they intend to participate in the next TWG meeting. For that purpose, the Administrator shall have a sign-up sheet for the next TWG meeting at each SNACC meeting. If a quorum of the SNACC board is anticipated, the Administrator shall ensure that there is public notice of the meeting, including but not limited to timely posting of an agenda in accordance with the OML, in order to avoid any unintentional violation such as deliberation by a quorum of SNACC without public notice. If necessary, because of lack of notice, the Chairman shall terminate the TWG meeting or ask one or more SNACC representative members to leave the meeting.

Operations Governance Policy:

SOUTHERN NEVADA AREA COMMUNICATIONS COUNCIL

Operations/Governance Working Group Policy

SNACC’s Operations/Governance Working Group (Ops/Gov) exists to provide a forum for SNACC member representatives, staff, contractors, and other interested parties to discuss non-technical aspects of SNACC’s administrative operations and governance methods. Over the years of its existence, it has operated at times as either an

informal working group or a formal advisory body to SNACC. As needs change, it may operate as either. The intent of this policy is to provide direction for holding Ops/Gov meetings in order to maximize flexibility and participation in compliance with the Open Meeting Law (OML) without unnecessary procedural cost.

Unless expressly and unequivocally directed by SNACC, Ops/Gov shall not act as an “advisory body,” within the meaning of OML, by voting, collective decision making or presenting unified decisions or recommendations, as a body, to the SNACC. Rather, each participant may individually present matters discussed in Ops/Gov to SNACC or not, as appropriate to that person’s responsibility and as provided for by law.

The Chairman of SNACC shall be the Chairman of the Ops/Gov, whose duties shall include primarily making sure that Ops/Gov meetings do not violate the OML and orderly proceed through the matters to be discussed at the meetings. The Administrator shall attend all Ops/Gov meetings, and shall act as Vice Chair.

Whenever possible, each SNACC representative shall let the Chairman and Administrator know at least a week before hand if they intend to participate in the next Ops/Gov meeting. For that purpose, the Administrator shall have a sign-up sheet for the next Ops/Gov meeting at each SNACC meeting. If a quorum of the SNACC board is anticipated, the Administrator shall ensure that there is public notice of the meeting, including but not limited to timely posting of an agenda in accordance with the OML, in order to avoid any unintentional violation such as deliberation by a quorum of SNACC without public notice. If necessary, because of lack of notice, the Chairman shall terminate the Ops/Gov meeting or ask one or more SNACC representative members to leave the meeting.

COMMENTS BY THE GENERAL PUBLIC:

Robert Plant – State of Nevada Emergency Management (Microphone was off, some of this public comment was distorted) I will be reaching out to some users on where we can add some cross band repeaters.

Dave Goss – What areas will you be looking at?

Robert Plant – We have the opportunity to upgrade and we will be asking where we can deploy this in Southern Nevada.

Chris Vasquez –This year they had no command center/dispatch center communication rodeo, so they combined that with the New Year’s Eve exercise, this will take place Monday, October 22, 2018 with the mobile command center and dispatch centers.

Dane Mattoon – I make a recommendation to change next meeting to December 12, 2018.

NEXT MEETING DATE/ADJOURN:

Next SNACC meeting: December 12, 2018

Meeting adjourned: 10:38 A.M.

Respectfully submitted:

Dane Mattoon, Chairman
Attachments