



# Southern Nevada Area Communications Council

## MEETING MINUTES

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Date: April 17, 2019

Location: Las Vegas Valley Water District  
Mead 1 Conference Room  
1001 S. Valley Boulevard  
Las Vegas, NV 89107

Time: 10:00 A.M.

Board members present:	Jeff Buchanan, Chair	Chris Vasquez, Vice Chair
	Kevin Nicholson	Bill Baltas
	Frank Milligan	Keith Isenock
	Tim White	Wendy Lotman
	Brian Nebeker	Shawn White

### Call to Order

### Public Comment:

### Introduction of the Board:

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 April agenda with the inclusion of tabled and/or reconsidered items, emergency items, and/or deletion of items, and approve the minutes of the April meeting. (FOR POSSIBLE ACTION):**

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

**2. Receive the Administrator's Report with the inclusion of the Strategic Plan Updates, SNACC Monthly Budget Report for the month of April 2019. (FOR DISCUSSION):**

**Administrator's Report**

**April 17, 2019**

**Technical Items:**

On March 12<sup>th</sup>, 2019 the Microwave battery bank was replaced. The old batteries were 18 years old and were rated for 20 years. There was no downtime during the replacement.

We have begun the yearly PM at our sites. We have completed the following sites. Nye County West Site, Nye County Panorama, Potosi, Angles Peak, Geneva, Lake Las Vegas, RJC, Red Mountain, Boulder City Water Tank, Brooks, Spirit, and Oatman.

Moapa Tribal Police have been reporting poor radio communications. We went to their primary site Beacon and could not find any problems and our radios did not have problems. We tested a couple of their radios on our Aeroflex service monitor and found them out of tolerance. On March 14<sup>th</sup> they brought us 18 of their radios to place on the Aeroflex for realignment and the firmware for each radio was updated. Initial reports have indicated they believe radio communications have improved.

On February 21<sup>st</sup> at 2:41 AM there was a power outage at the SNACC office. Transfer Switch #1, which runs our 1st floor failed. Transfer Switch #2 which runs our 2nd floor was working. The only critical equipment on the 1st floor is the link for RTC dispatch. At approximately 4:00 AM the UPS for the RTC dispatch link depleted its power and the link went down causing RTC dispatch to use their backup in their console's until power was restored at approximately 6:00 AM. Clark County Automotive was notified of the problem with Transfer Switch #1. It was determined the internal battery in Transfer Switch #1 failed and was replaced and tested to ensure it was working. Also, we have changed out the UPS to a higher capacity UPS, which will hold the link for 6 hours in case of a generator problem in the future.

On March 21<sup>st</sup> Henderson Fire called to report bad radio communication at a house fire in the Inspirada area. We verified the system was not down or alarms indicating problems. Working with Fire Administration, HFD was able to determine the problem was only with one specific radio and not the radio system. HFD pulled the radio and brought it to SNACC so we could put on the Aeroflex service monitor and it was found to be out of tolerance. We were able to realign the radio and HFD put the radio back into service. We have followed up with Fire administration a couple of times now and no further issues are being reported with this radio. We will continue to work with Fire administration to ensure there are no other issues.

**SNACC Business:**

University of Las Vegas Nevada (UNLV) has cut a purchase order for approximately one hundred thirty five radios to add to the SNACC system, Mark Sakurada will be coordinating with us to schedule a date and get these units programmed.

Las Vegas Metropolitan Police Department and SNACC are continuing to interact with one another. LVMPD and SNACC communicate on a daily basis regarding radio subscriber updates. Recently, we have been assisting our users that interoperate with LVMPD with an IP address scheme change and rekey.

## Strategic Plan:

### February 2019 Budget Variances:

1. Cleaning/Custodial – **7.7%** -**\$210** – Mr. Janitorial
2. Operating and cleaning supplies – **8.6%** - **\$64.95** – Dane’s retirement plaque.
3. Vehicle and Generator Maintenance – **10.4%** - **\$2069.98** – Automotive invoice for January 2019.
4. Print/Production – **9.7%** - **\$154.83** – Konica Minolta copier charge January 2019.
5. CC Agreement, ERP, IT Support – **24.5%** - **\$11,256** – FY 19 chargeback, APCO, MTUG memberships.

### March 2019 Budget Variances:

## Reasons for the over budget:

SUA payments are the same year over year, at least until the current agreement expires in 2026. The addition of the Panorama Site increased SUA by \$6,723.

Maintenance escalates 3% year over year. Further increases in infrastructure maintenance are from the addition of the Panorama Site.

1. Console Maintenance – (**Over Budget -51.3%**) **\$141,414.56** due to change order increasing number of consoles added to the system) **SNACC will be reimbursed for this payment made to Motorola.**
2. Infrastructure Maintenance – (**Over Budget -3%**) **\$433,529.00** due to the addition of Panorama Site the payment went up ~~\$13,529.00~~ this is **not** reimbursable. **Correct amount \$12,822.08**
3. Minor Equipment – (**Over Budget -8.7%**) - **\$4,443.00** – SNACC purchased a second year of warranty for the DiagnostX, SNACC purchased equipment with one year.
4. Vehicle and Generator Maintenance – **8.9%** - **\$1,791.00** – February FY19 Automotive
5. Data Circuit and telecommunications – **16.2%** - **\$1179.60** – Verizon wireless, 2019 03 Airwatch license.
6. Print/reproduction – **10.1%** - **\$162.20** – Konica Minolta copier charge Feb 19.
7. CC Agreement, ERP, IT Support – **8.1%** - **3,742.00** – Inter Local Agreement, APCO, MTUG, and AFC, INC.

## System Reports:

### February 2019:

1. Airtime – 3,198.70
2. Total PTT’s – 2,435,067
3. Detailed Busies – 103 (2.69 minutes)

### March 2019:

1. Airtime – 3,631.60
2. Total PTT's – 2,760,031
3. Detailed Busies – 183 (4.84 minutes)

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

- Jeff Buchanan – Please tell the Board what an Aeroflex is.
  - Jason Manzo - Aeroflex is a service monitor for radios that need to be kept up to par with our system. It can realign radios and put them back to factory spec.
  - Jeff Buchanan – Is it fair to say that it enhances the effectiveness of SNACC and your ability reach and service radios?
  - Jason Manzo – Yes, it does. At times where people maybe thought it was a system issue we were able to identify that it was radio issues.
  - Chris Vasquez – It also shows the perfect example why radios need to have preventative maintenance done annually to avoid running into issues.
  - Jason Manzo – Everything on the transfer switch lost power. If the generator ever failed that UPS would back-up the generator for six hours.
  - Chris Vasquez – Is there testing for this generator?
  - Jason Manzo – Yes, there is a weekly test and there is a quarterly on our other two generators, inspection performed by automotive.
  - Jeff Buchanan – is there anything the board can do to prevent this from happening again?
  - Jason Manzo – No, when it went on load on Wednesday, it was just fine.
  - Jeff Buchanan – It is not an automatic?
  - Jason Manzo – When you lose main power, we get an alarm.
  - Chris Vasquez – Maybe we can replace the batteries in one year instead of two years.
  - Jeff Buchanan – As a board we would like that you and Dave explore further on options you have so that these problems happen unfrequently.
  - Jason Manzo – There are three months of automotive costs here, this includes all three SNACC vehicles and our generator preventative maintenance.
  - Jeff Buchanan – Jason, can you explain to the Board what the DiagnostX does?
  - Jason Manzo - DiagnostX is piece of equipment that is rotated every four weeks to a different site and what it does is tracks if any radio is out of tolerance. We then communicate with the owners of the subscribers that are out of tolerance to either realign the radios or they can bring it to SNACC to realign.
  - Jason Manzo - SNACC will not be moving out of the CCWRD at least not for the next twenty years.
  - Bill Baltas – We recently did a master plan for our entire plan. In there we were planning on quite an expansion, but LVMPD and SNACC will not be affected by this.
  - Jeff Buchanan – Please give our appreciation to the leadership at your facility, we know that although it worked out for us, we know it took a lot of consideration.
- Jeff Buchanan – Jason, thank you for such a great description. This was a great tutorial with lots of clarity, this was a great report and PowerPoint.

**3. Discuss the ‘Open Receivables’ and whether or not creating a policy for any delinquencies is necessary. (FOR DISCUSSION):**

- Jeff Buchanan – Item number four is what prompted item number four. What does the board needs to give consideration to is to put side boards on some of these open receivables that exist from year

to year. Certainly, the Board wants to make very clear that we appreciate all partnerships that exist that make Southern Nevada Area Communications Council what it is today. However, there is a business end to what we do and we have to make sure that we are being responsible to that end. This is for the Board to discuss.

- Brian Nebeker – As in any business enterprise I think it is prudent for us to consider some type of policy to address that. The last thing we want to do is cut some type of public safety communications off. However, there has to be some line drawn that says Listen folks we have to take care of business and it is imperative that we maintain that and financially it has to be a responsibility on us. How we get there, tedious task. Just want to share, I just checked with the Chief's office and our receivables in purchasing, we will be cleared soon.
- Chris Vasquez – this document that was provided to the Board, is a useable document everybody appreciates seeing this. AMR is at 73 (Seventy three) days past due. In that policy or MOU or SOP we need to set a date when we need to settle this stuff. We have the others in here that are not at the 90 days yet.
- Frank Milligan – We agreed that we would look at the outstanding that were 90 (Ninety) day or more. If there is a policy, I just think that we need to look at a realistic date before we start entertaining discontinuing service.
- Chris Vasquez - The reason we reported the ones in here now is because the next Board meeting is in two months, this is why the 73 and 88 days are being reported now.
- Frank Milligan – we do send out notices, right?
- Jason Manzo – We send out the notices at 90 (Ninety) days.
- Chris Vasquez – So it is safe to say that we give this to the Operations Governance Working Group to create a policy?
- Frank Milligan – Yes.
- Kevin Nicholson – Knowing that the county manages this for us, what is their policy? What we shouldn't do is try to reinvent the wheel. They sent out the invoices for us. They send out the delinquencies for us, do they do this for us?
- Jason Manzo – The SNACC office sends out the delinquent notices.
- Jeff Buchanan – I think that is an excellent point. I think it can be used as a reference for the board in being congruent with the County, if you Jose and Dave can explore that. For this specific item number that we are talking about, to Chris's point, I think if the answer is yes, then maybe we can move to where it goes whether operations or technical side of things, but I think what we have to stay focused on is, do we think it is necessary. I am gathering a sense that we do think it is necessary.
- Frank Milligan – Does that mean we will make an action recommendation at our next Board meeting.
- Jeff Buchanan – Per our legal counsel if there is a policy developed, we will work to that end.

#### **4. Discuss the National Park Service open receivables. (*FOR DISCUSSION*):**

- Jason Manzo – I have been talking with the Chief Ranger all week and his employees last week. The Chief Ranger is the person that controls the purse strings to pay this. They indicated to me that the money is there to pay us. Their legal department is looking at and finalizing an MOU to pay us. In order to pay they have to have an MOU with SNACC and the National park service. They are saying they think SNACC should have this sometime end of May, but it is not the first time we have heard this before. Motorola sends out the bills by December 1<sup>st</sup>, 2019. This is the bill for any agency that has a dispatch center. We have asked Motorola, if the NPS does not pay in a timely manner, what is the cutoff date? So that we do not incur another invoice for over \$21,000 for NPS. Motorola said we would have to process a change order no later than September 10<sup>th</sup>, 2019 to avoid incurring another bill for NPS. I have told them that if we get the payment by May, great – this will

go away. But still review for future policy. I told them if it is not paid by May, we would have this as a discussion in June. If they still don't pay by June, we would add this item for the Board to remove their consoles and vote on this in August for the Administrator to process the change order with Motorola to remove their 12 consoles. They have complete understanding, I invited them to be here, but they had prior obligations and could not be here today.

- Jeff Buchanan – I want to reiterate that SNACC values the partnerships that are in existence today. We want to explore what those solutions are, the question I have for counsel is that we do not have a policy for open receivables but the Board does see that it is necessary that we create a policy. While there has been conversation that we all agree with, is this something that is enforceable? Since we do not have a policy.
- Steven Sweikert – The way to enforce it is to terminate the consoles.
- Jeff Buchanan – So the answer to this question is, yes, the Board does have the authority to terminate the consoles in even in light of the fact that we do not have a policy?
- Steven Sweikert – Yes.
- Brian Nebeker – Is there anything in our policy for us to give them a notice that we will terminate the consoles?
- Steven Sweikert – No.
- Brian Nebeker – Again for counsel, with the MOU they are preparing have they communicated with you what this MOU contains? And how it binds us? As they are going to send us a document that we're going to have to accept the MOU.
- Steven Sweikert – Yes, we will have to accept it and no I have not seen the MOU and no one has been in contact with me about it.
- Brian Nebeker – How have we been getting paid originally with them?
- Jason Manzo – With NPS? There has never been a charge for them, once we switched to 7.14 system, SUA (System Upgrade Agreement) anything connected to our switch is part of this upgrade fee for that. It did not exist and NPS did not know about it. And when this change occurred NPS did not have a mechanism to pay us the money. We have worked with them year after year, but it has become excessive now.
- Jeff Buchanan – I want to make sure that we are especially sensitive with Kevin Nicholson, as this may impact your communications with the NPS. We do not want to put your people in danger. What are your thoughts?
- Kevin Nicholson – Currently, we have work arounds because we can communicate with them. For the most part, the most effective way we communicate with them is VHF. My concern is another big topic is the site, down by the Hoover Dam where we can't communicate at all. The other night there was another fatality and we were communicating with our dispatch center on a cell phone. It is important for us to move forward and I support that policy. I support that policy, everybody needs to establish how they pay their bills. I have been in many meetings with Administration at NPS and I know they are working on resolving this. I know that even when this transition occurred, I know how the red tape with Federal Government works. I feel it is time to move forward. It does not matter what the delay is, we will still be able to communicate with them via VHF. Jason is working on some radios for that we will be bringing online real soon. The most important thing for us is that site near the Hoover Dam and get it up and running, that is more important for us.
- Jeff Buchanan – This is not an action item, what is the best next step, if we are in agreement with that deadline, how do we as a board put some enforcement behind that.
- Steven Sweikert – If they don't pay by September then we have to look at terminate the access for the consoles. But we should first look at the MOU and see what that looks like.
- Jeff Buchanan – So we need to add this to the next agenda to give the status of the MOU.
- Steven Sweikert – Well I do not know the status of the MOU or whether it will be done, it will be prudent to find out whether or not we can put it on the agenda for that time period.

- Kevin Nicholson – I think it would be important to have this agenda item that allows it to be an action item. As we get closer to the deadlines, where the verbiage needs to be in that agenda, we can word it and add “A, B, C.” and whatever else. At the next meeting we need to discuss placing them on notice of possible action. If an MOU starts to develop between now and then, that you look at it. It would be important to have an action item on the agenda and I think it is important that we officially as a Board put them on notice.
- Jeff Buchanan – I think that is a good next step. How do we make that happen?
- Steven Sweikert - We would need to look at the wording to decide what we want to do.
- Jeff Buchanan – Would I have to make that recommendation? Or Would Chief Nicholson?
- Steven Nicholson – David or Jason would have to put it on the agenda.

### **COMMENTS BY THE GENERAL PUBLIC:**

Robert Plant, State of Nevada Emergency Management – I just wanted to give an update on the state level that would be of interest of you all down here. We’re trying to work on some capabilities, FirstNet capabilities. There is no statewide, we are working with Homeland security with CASM (Communications Asset Survey system.

May 2<sup>nd</sup>, 2019 – Communications Asset Survey and Mapping tool. There will be a workshop on this date for Southern Nevada at UMC, if anyone is interested in this workshop.

Jason Manzo is the Southern Nevada liaison for CASM, he has done a great job updating a lot of information for us.

May 14, 2019 – Urban Area Communications Working Group – We will be discussing cross band repeaters.

May 15<sup>th</sup>, 2019 – Southern Tactical Interoperability Communications Plan (TICP) workshop – this will be the final update in person. There will be a lot of changes. This will be held at the Las Vegas Valley Water District.

June 3<sup>rd</sup>- June 7<sup>th</sup>, 2019 - FEMA all hazards communications technician COM T class in Carson City at the DEM (Department of Emergency Management).

June 17<sup>th</sup>- June 20<sup>th</sup>, 2019 – FEMA all hazards communications leader course, here in Southern Nevada at the City of Las Vegas Emergency Operations Center.

I am taking over the State of Emergency alert system in September.

We are going to be doing some upgrade on our mountain tops. We will be working with NDOT on this. We are also working on coordinating this with the National weather service.

### **NEXT MEETING DATE/ADJOURN:**

Next SNACC meeting: June 19, 2019

Meeting adjourned at 10:56 A.M.

Respectfully submitted:

Jeff Buchanan, Chairman

Attachments





