Washoe County
Regional Emergency Operations Center (REOC)
Joint Management Minutes

December 04, 2025, 1:30 p.m.
Regional Emergency Operations Center
5195 Spectrum Boulevard, Reno, Nevada 89512

1. CALL TO ORDER/DETERMINATION OF QUORUM [Non-action item]

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

PRESENT: Scott Means – SFD; Andy Ancho – RFD; Kelly Echeverria – WCEM

ABSENT:

Also present: Samantha Turner –WC CSD; Aaron Smith – WC CSD; Rick Stevens – WC CSD; Francisco Ceballos – WCEM; Elaina Hooper Shadle – Reno PSD; JW Hodge – Reno; Herb Kaplan – DA Legal.

2. PUBLIC COMMENT –

There was no public comment.

3. APPROVAL of July 30, 2025, MEETING MINUTES (For possible action)

It was moved by Kelly Echeverria, seconded by Andy Ancho to approve of the minutes as presented.

There was no public comment.

The motion passed unanimously.

4. REGIONAL EMERGENCY OPERATIONS CENTER BUDGET REPORT (For possible action) – Per the Regional Emergency Operations Center (REOC) and Regional Emergency Communications Center (RECC) Inter-Local and Occupancy Agreement between Washoe County, City of Reno, and City of Sparks; Discussions on budget related issues, including but not limited to, review of REOC operating and maintenance budget, and budget related recommendations to the Joint Executive Committee.

Samantha Turner presented the FY27 proposed budget, recommending the budget remain flat. She provided background attachments and clarified that the agencies have until July for internal budget discussion.
Aaron Smith added that the chiller project original engineer estimate was $620,000. Four bids were received, with the lowest acceptable bid at approximately $721,000 and the highest exceeding $1 million.
An additional $70,000 was built into the project due to supply chain uncertainties. The committee previously approved $40,000 from the Infrastructure Preservation (IP) fund toward the chiller, leaving a remaining balance of $70,000 in the fund after projections. The committee discussed future facility funding needs including a $14,000 exterior wall repairs, $44,000.00 to reseal and restriping of the parking lot, and the possible longer-term impacts of nearby Spectrum development affecting evacuation routes and access easements if send to BCC and approved.

It was moved by Kelly Echeverria, seconded by Andy Ancho to utilize $44,000 from the IP fund to cover the parking lot and radio tower driveway improvements.

There was no public comment.

The motion passed unanimously.

5. ELECTION OF CHAIR, VICE-CHAIR, and AT LARGE (For possible action)- Washoe County, City of Reno, City of Sparks

Francisco Ceballos explained the history of the elections based on a longstanding rotation between Washoe County, City of Reno, and City of Sparks. Each Jurisdiction`s representatives usually their Emergency Managers will serve one of the board positions and rotate up each fall.
Francisco explained that for calendar year 2026 it would be Reno as Chair Washoe as Vice Chair and Sparks as At-Large.

It was moved by Kelly Echeverria, seconded by Andy Ancho to designate City of Reno as Chair, Washoe County as Vice Chair, and City of Sparks as At-Large.

There was no public comment.

The motion passed unanimously.

6. REGIONAL EMERGENCY OPERATIONS CENTER BUILDING UPDATES – A briefing of building usage. – Kelly Echeverria, Washoe County Emergency Manager

Kelly Echeverria reported that intern use of side rooms has decreased from three interns to two. Space assignments remain flexible depending on jurisdiction preference.

Aaron Smith and Rick Stevens provided updates on current issue and items for the group to think about for the future.
Addressing the continuing internal gutter leaks. Industrial-grade sealant has narrowed leak locations, but issues persist. Crews have tested roof interfaces and applied multiple rounds of sealing; further diagnostic work is ongoing.
Ceiling tile collapse occurred in the Joint Information Center due to HVAC valve issues. Repairs were completed following water mitigation.
Temperature inconsistencies persist in dispatch and operational areas. HVAC automation system upgrades are planned within three to four years, estimated at $200,000, including updated valves and software controls.

Additional planned projects include exterior stair tread replacement, landscaping improvements, UPS battery replacements in FY29, elevator interior and panel refurbishment estimated at $60,000, and membrane roof coating anticipated around FY30 to extend roof life.

Kelly Echeverria also shared concerns of the building included aging shades, long- term technology sustainability following the end of federal equipment grant programs, and the need for cost- sharing discussions regarding future replacement cycles.
Kelly also brought up accessibility issues with the building, wanting to ensure we are compliant. Rick agreed to conduct an ADA assessment.
It was noted the back gate in the employee parking lot is currently being worked on to allow another exit.

7. JOINT MANAGEMENT COMMITTEE MEMBER ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS - No discussion among committee members will take place on this item.

There was no comment made.

8. SCHEDULE NEXT MEETING – Discuss and schedule the next meeting.

It was agreed that the next meeting will be scheduled for January 30, 2026, at (am,

9. PUBLIC COMMENT –

There was no public comment.

10. ADJORNEMENT**–**

Chair Scott Means adjourned the meeting at approximately 9:30 a.m.