

**MINUTES
of the Meeting of the
CARSON CITY
9-1-1 SURCHARGE ADVISORY COMMITTEE**

June 5, 2012

1. Call to Order

Vice-Chair Tina Petersen called the meeting to order at 8:30 a.m.

2. Roll Call and Determination of a Quorum

Members present were Cindy Merrell (by phone), Karin Mracek, Tina Petersen, and Bernard Sease, which constituted a quorum. Anne Keast joined by phone during discussion of Item #8.

Also present were Stacey Giomi, Carson City Fire Chief, and Tina Russom (Carson City District Attorney's Office).

3. Agenda Management Notice—Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

4. Public Comments and Discussion

There was no public in attendance, so there were no public comments or discussion.

5. For Possible Action: Approval of March 6, 2012, Meeting Minutes

It was moved by Karin Mracek, seconded by Cindy Merrell, with motion carried, that the March 6 meeting minutes be approved as submitted.

6. Interview Candidates for Replacement Position on the 9-1-1 Surcharge Advisory Committee

Stacey Giomi said that there were no candidates for this position as no applications had been received. He said this position had been opened because Karin Mracek was moving out of Carson City and therefore no longer eligible to be part of this committee. Although this will be the last meeting for Karin as a committee member, she will continue to attend meetings as staff. This position has since been reopened, and applications will be accepted until the position is filled.

Stacey said that the City Manager recently developed a policy on boards, commissions, and committees, whereby those bodies would interview candidates themselves and then make their recommendations to the Board rather than the Board being involved in the interview process itself. So any applicants meeting the minimum qualifications will be interviewed by this committee, with the committee then voting on which applicant to recommend to the Board. And assuming applications are received, this matter will be placed on the committee's September meeting agenda.

Bernie Sease asked whether the two committee members whose terms end in December would need to be interviewed if they decided to reapply, with Stacey replying that he didn't believe the positions would need to be opened if the members sent in letters that they were interested in continuing their service. And Stacey said this reappointment will be placed on the December meeting agenda.

After Anne joined the meeting, this item was revisited, with Stacey saying he would send out any applications received for the open position to the committee prior to its meeting and request suggested questions for the interview process. Those suggestions would then be shared with the entire committee, asking them to submit any feedback to Anne Keast, who would then decide on the final set of questions. It was suggested that, if necessary, a special meeting could be called to handle this matter.

7. For Possible Action: To make a recommendation to the Board of Supervisors for appointment of member to the 9-1-1 Surcharge Advisory Committee

No action was taken on this item as there were no applicants—see Item #6.

8. Report on Funds Collected and Expended/Obligated from the 9-1-1 Surcharge

Documents outlining the 911 Surcharge revenues and account expenditures/obligations were distributed. Stacey Giomi mentioned that the revenue spreadsheet showed that the fees collected were now fairly consistent from month-to-month—of just over \$18,000. The other spreadsheet indicated all expenditures/encumbrances charged to the 911 Surcharge account, along with anticipated monthly charges and the current available fund balance.

9. For Possible Action: To make a recommendation to the Board of Supervisors to update the 911 Surcharge Master Plan

Stacey Giomi stated that he had updated the Master Plan and sent out the proposed changes to the committee asking for any comments but that none had been received. He then went over the proposed changes as follows:

- On page 1, numbering was added to the listed goals.
- On page 2, Budget Year, Use of Funds by Priority, and Estimated Cost information was updated. Stacey said that he and Karin had worked up a five-year budget (which was required), but mentioned that the out-years would be somewhat less accurate than the most current years in knowing exactly what would be needed. He

said they primarily focused on the next couple of fiscal years based on the annual projections of the expenditures for the 9-1-1 system. He said they knew they would need to update the priority dispatch software in the upcoming fiscal year and purchase a recorder in one of the out-years.

- On page 3, the Capital and Major Project Timeline was updated to reflect the development of a regional document to outline utilization of the Quad County Microwave system in 2013 and the purchase of the next generation recorder for the Public Safety Answering Point in 2015.

Stacey mentioned that there were no further changes as the remainder of the plan was a reference document in regard to the Municipal Code and the Nevada Revised Statutes (NRS).

It was then moved by Anne Keast, seconded by Bernard Sease, with motion carried, that the changes to the 9-1-1 Surcharge Master Plan as presented be recommended to the Board of Supervisors for approval. Stacey then said that he would present this to the Board at its June 21 meeting.

10. Reports of Committee Members

There were no reports.

11. For Possible Action: Next Meeting Date

The next meeting date is scheduled for September 4, to be held in the meeting room of Fire Station #51 beginning at 8:30 a.m. Anne Keast mentioned that she will be available by cell phone for this meeting.

12. Public Comment

There was no public comment as no public was present.

13. For Possible Action: To adjourn

The meeting was adjourned at 8:50 a.m.

Recorder: Judy Dietrich