### Carson City Agenda Report

Date Submitted: August 7, 2012 Agenda Date Requested: August 16, 2012 Time Requested: Consent To: Mayor and Board of Supervisors From: Larry Werner, City Manager Subject Title: For possible action: To appoint Marjorie (Marj) Knowles to the 9-1-1 Surcharge Advisory Committee to fill a term that expires on December 31, 2012. (Larry Werner) Staff Summary: CCMC 4.05.030 creates a five member advisory committee called the "9-1-1 Surcharge Advisory Committee." There is one opening due to a member's resignation. Marj Knowles has applied for appointment. There are no additional applicants. (check one) Type of Action Requested: ( ) Resolution ) Ordinance ) Other (Specify) (X) Formal Action/Motion Does This Action Require A Business Impact Statement: ) Yes (X) No Recommended Board Action: I move to approve the recommendation from the 9-1-1 Surcharge Advisory Committee to appoint Marjorie Knowles to the 9-1-1 Surcharge Advisory Committee to fill a term that expires on December 31, 2012. Explanation for Recommended Board Action: The 9-1-1 Surcharge Advisory Committee received notice of resignation from a member in June 2012. This member's term was set to expire on December 31, 2012. Marjorie (Marj) Knowles, a resident of Carson City, has officially applied for the open position and has been interviewed by the Committee at their July 17, 2012 meeting. The Committee approved unanimously to recommend Marj for appointment to the 9-1-1 Surcharge Advisory Committee. Applicable Statute, Code, Policy, Rule or Regulation: CCMC 4.05.030 Fiscal Impact: None Explanation of Impact: n/a Funding Source: n/a

**Supporting Material:** Announcement, Current Roster, Application, Draft minutes from the 7/17/2012 9-1-1 Surcharge Advisory Committee Meeting, CCMC 4.05.030

**Alternatives:** Re-open the position for additional applicants

# Reviewed By: | Date: 8/7/2 | | Date: 8/7/2 |

Prepared By: Laura A. Banks, Executive Offices



## 9-1-1 Surcharge Advisory Committee

The Carson City Board of Supervisors is seeking applications from individuals who may be interested in serving on the 9-1-1 Surcharge Advisory Committee.

There is one (1) open position to fill a term that expires December 31, 2012.

### Applicants must be:

- . A resident of Carson City
- . Possess knowledge concerning telephone systems for reporting emergencies
- NOT an elected public officer

The purpose of the 9-1-1 Surcharge Advisory Committee is to serve as the official advisor to the Carson City Board of Supervisors in developing a 5-year master plan for the enhancement or improvement of the telephone system for reporting an emergency in Carson City and to oversee any money allocated for that purpose.

The Committee meetings are held at least quarterly. Applicants should be prepared for a minimum commitment of up to ten hours a month. The positions shall serve without compensation.

Volunteer applications may be obtained from and returned to the Carson City Executive Offices. Let it be known that all applications submitted to this office will be considered public information.

Applications will be accepted until this position is filled. Applications received will be reviewed at least every 30 days.

Thank you for your interest in assisting Carson City.

**CARSON CITY EXECUTIVE OFFICES** 

201 N. Carson Street #2 Carson City, Nevada 89701 (775) 887-2100 FAX 887-2286

E-Mail: ibanks@carson.org

Web Page: <a href="http://www.carson.org/volunteer">http://www.carson.org/volunteer</a> AN EQUAL OPPORTUNITY EMPLOYER

### 9-1-1 SURCHARGE ADVISORY COMMITTEE

MEMBER	<b>APPOINTMENT</b>	TERM EXPIRES
Local Exchange Carrier Tina Petersen (Vice-Chair) 645 E. Plumb Ln. Rm. A103 Reno, NV 89502 688-5199 (w) 882-7668 (h) 762-5116 (c) tinap@att.com	Initial Term 07/08 Reappt. 12/09; 12/11	12/2013
Cindy Merrell 2803 Viking Way Carson City, NV 89706 841-5710 (h) 450-9102 (c) sessycin@sbcglobal.net	Initial Term 01/12	12/2013
Anne Keast (Chair) 1801 Prenees St. Carson City, NV 89703 883-8728 (h) ark3940@charter.net	Initial Term 07/08 Reappt. 12/09; 12/11	12/2013 12/2012
(K. Mracek resignation June 2012)  Bernard Sease 1513 Pinto Ct. Carson City, NV 89701 882-8244 (h) 720-8244 (c) lyon1008@aol.com	Initial Term 07/08 Reappt. 12/08; 12/10	12/2012

<u>AUTHORITY:</u> CCMC Chapter 4.05.030 provides for creation of a five member advisory committee appointed by the Board of Supervisors. Members must be residents of Carson City and shall be appointed to a 2-year term which commences and ends on December 31<sup>st</sup> (reappointment OK).

<u>MEETINGS:</u> The committee must hold a public meeting not less than quarterly per CCMC Chapter 4.05.070. Meetings are held at Fire Station 1 (777 Stewart St.).

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**PURPOSE:** Pursuant to NRS 244A.7641 through 244A.7647, CCMC Chapter 4.05.010 establishes that the primary purpose of the advisory committee is to:

A. Develop a 5-year master plan for the enhancement or improvement of the telephone system for reporting emergencies in CC and to oversee any money allocated for that purpose

B. To impose a surcharge for the enhancement or improvement of the telephone system for reporting an emergency in CC on:

1. Each access line or trunk line of each customer to the local exchange of any telecommunications provider providing those lines in CC.

2. The mobile telephone service provided to each customer of that service whose place of primary use is in CC.

**Liaison:** Stacey Giomi, Fire Chief 283-7150 <a href="mailto:sgiomi@carson.org">sgiomi@carson.org</a> \*Copy to Judy Dietrich also: <a href="mailto:jdietrich@carson.org">jdietrich@carson.org</a>

Attorney Assignment: Moreen Scully 283-7571 mscully@carson.org

- END DATA -

# Carson City Application for Appointive/Volunteer Position 27 2012

ease print or type		CARSON CITY
Title of Board or Commission:	9-1-1 Surcharge Ad	visory Committee
Title of Position:		25
Name: Knowles	Mariorie	F
Last	mpagne St Car	Middle Initial NV 89701 State Zip
Occupation/Business:	nmanications Sc	pervisor Carson City
Telephone: Work-887-2012	HomeCell-	91-3943 E-mail-mknowlesse
How long have you lived in Carson City	r: Are you an <u>active</u> Carso	on City Registered Voter:
OTE: ONLY COMPLETE IF A DEG	REE IS REQUIRED FOR THIS PO	SITION
College, professional, vocational or other schools attended	Major Subject	Degree Conferred
al Poly Son Luis Obispo	general	
Contoneure San Francisto CA Post Fam Enteran F	Wif Contenence Jubic Salety Commopulation Hold Training Officer	Post Cert PSCO FTO Cert
. Briefly Describe the Qualification to this Board/Commission/Communications		servisor with the Carse
Public Safety Com Within the Comm	menicutions Operate	ov u shouthe 1911 Systave to trouble sho lems. Having vast
experience using		Knewledge of the
List the Community Organization Participation.		
-		

3. List Your Affiliation With Professional or Technical Societies. (if required for the Position)
NEWA - National Emergency Number ASSOC APCO - ASSOC of Public Safety Communications Office
4. Do You Anticipate Any Potential Conflicts of Interest? If Yes Please Explain.
הלח
Business in Carson City Service Area:
Length of time in Business:
Personal/Professional References:  Address  Telephone #
Karin Mracek 887-2570x22
I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.
Mariou Anoules 6-26-12 Signature of Applicant Date
You May Attach More Information
All Applications are Public Information
Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices

Carson City Executive Offices, 201 N. Carson Street #2, Carson City NV 89701 Phone (775)887-2100 Fax (775) 887-2286

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

### July 17, 2012

### 1. Call to Order

Chair Anne Keast called the meeting to order at 9:00 a.m.

### 2. Roll Call and Determination of a Quorum

Members present were Anne Keast, Tina Petersen, and Bernard Sease (all by telephone), which constituted a quorum. Cindy Merrell joined by phone at the end of Item #6.

Also present were Stacey Giomi (Carson City Fire Chief), Karin Mracek (Carson City Communications Manager), Tina Russom (Carson City District Attorney's Office), and Marj Knowles (Carson City Communications Center).

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 were no public comments or discussion.

### 5. For Possible Action: Approval of June 5, 2012, Meeting Minutes

It was moved by Bernard Sease, seconded by Tina Petersen, with motion carried unanimously, that the June 5 meeting minutes be approved as submitted.

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

As background, Stacey Giomi informed the committee that prior to its last meeting, this position had been open for approximately a month with no applications being received. The position was then reopened for approximately six weeks, with only one application being received, which was from Marj Knowles. Anne then asked Stacey if there would be any conflict of interest with Marj being a 911 dispatch employee. Stacey replied that he saw nothing in either state law or city ordinance specifying that an individual seeking to become a committee member could not be a city employee (just not an elected official).

Those documents specifically state that the person must have knowledge of the 911 system for reporting emergencies, has to live in the county, and cannot be an elected official.

Marj Knowles was then interviewed by the committee.

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



It was moved by Bernard Sease, seconded by Tina Petersen, with motion carried unanimously, that the committee recommend Marj Knowles to the Board of Supervisors for appointment to the 9-1-1 Surcharge Advisory Committee.

Stacey Giomi stated that he will prepare an agenda report to place on the consent agenda of the Board of Supervisors' August 16 meeting.

### 8. 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.

### 9. Public Comment

There was no public comment.

### 10. For Possible Action: To adjourn

The meeting was adjourned at 9:15 a.m.

Recorder: Judy Dietrich



4.05.030 Establishment of an advisory committee to develop a plan to enhance or improve telephone system for reporting emergency.

- 1. The board hereby creates a five member advisory committee called the "9-1-1 surcharge advisory committee" to develop a 5-year master plan for the enhancement or improvement of the telephone system for reporting an emergency in Carson City and to oversee any money allocated for that purpose. The master plan must include an estimate of the cost of the enhancement or improvement of the telephone system and all proposed sources of money for funding the enhancement or improvement.
- a. Members will serve without compensation.
- b. A member appointed to the committee must:
- (1) Be a resident of Carson City.
- (2) Possess knowledge concerning telephone systems for reporting emergencies; and
- (3) Not be an elected public officer.
- c. As Carson City has a population of less than 100,000, at least one member of the committee must be a representative of an incumbent local exchange carrier which provides service to persons in Carson City.
- 2. Members will be selected at large by the board at its discretion.
- 3. The board must appoint members for a term of two years, except for the initial terms. In order to stagger the terms, the board must set the initial appointed members' terms to provide for terms of three of the appointed members to end on December 31, 2009, and for the terms of two of the appointed members terms to end on December 31, 2008. A member may be reappointed to subsequent terms of two years. Any vacancy occurring during a member's term will be filled by the board. A person appointed to fill a vacancy occurring during a term must serve out the unexpired term of the member replaced. (Ord. 2008-21 § 5, 2008).

### 4.05.040 Chairman, election and duties.

- 1. The committee must elect from its membership a chairman and vice-chairman.
- 2. The chairman will preside at meetings and be the signatory of any correspondence necessitated by operation of the committee.
- 3. The vice-chairman will carry out the duties of the chairman in his/her absence. (Ord. 2008-21 § 6, 2008).

### 4.05.050 Rules, regulations and bylaws.

The committee may adopt rules, regulations and/or bylaws regarding its meetings and procedures.

(Ord. 2008-21 § 7, 2008).

### 4.05.060 Quorum.

Three members of the committee will constitute a quorum. The approval of a majority of all members present to vote is necessary on any action the committee desires to take. (Ord. 2008-21 § 8, 2008).

4.05.070 Meetings.