

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

December 4, 2012

1. Call to Order

Vice-Chair Tina Petersen called the meeting to order at 8:32 a.m.

2. Roll Call and Determination of a Quorum

Members present were Marjorie Knowles, Cindy Merrell, Tina Petersen, and Bernard Sease, which constituted a quorum. Member absent was Anne Keast.

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 were no public comments or discussion as no public was present.

5. For Possible Action: Approval of September 4, 2012, Meeting Minutes

It was noted that Tina Russom was not the attorney present as listed in these minutes, but rather Joe Ward, and that the minutes would be changed accordingly. It was then moved by Cindy Merrell, seconded by Marj Knowles, with motion carried unanimously, that the September 4 meeting minutes be approved with this one change.

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

Stacey Giomi reported on the collection and expenditure spreadsheets relating to the 9-1-1 Surcharge Fund. He stated that the revenue collected during the current fiscal year through September was slightly over \$54,000 and that the annual collections were basically in line with the anticipated revenues set out in the Master Plan, averaging around \$220,000 a year. The expenditure spreadsheet lists all expenses paid and obligations incurred to date, and after deducting these amounts from the total revenue received, the fund currently shows a balance of \$439,602.

In response to a question by Bernie Sease as to any upcoming needs, Stacey said that a fairly expensive need, which he believed was for a new recorder, had been set out in the Master Plan for the next fiscal year. Upon another question as to whether the budget in the Master Plan would need to be amended to cover future expenditures, Stacey replied that expenditures had to be compliant with state law and that this committee had to approve the expenditures, but the budget in the Master Plan was general enough so they wouldn't have to modify the plan in order to expend funds for the Dispatch Center provided those expenditures had a relationship to what they were doing. However, the Master Plan will be due for its annual revision next June, at which meeting the committee will review and update it. In the meantime, he and Karin Mracek will meet to review the Plan, and if she foresees any needs beyond what is already in it, they will be added, and the Plan will then be brought back to the committee with those more specific numbers.

7. Review of Policies and Procedures Relating to Carson City's Boards, Committees, and Commissions

Copies of the Policies and Procedures for Carson City Boards, Committees, and Commissions were distributed, with Stacey Giomi saying that the Board of Supervisors approved this document on September 5, which changed some of the ways Boards, Committees, and Commissions were appointed. There is now a requirement that any new appointment must go before the Board, even if there is only one person up for that position.

A few other points covered in this document were that (1) unless otherwise specifically waived by the Board of Supervisors, it will be the general policy that appointment term limits will be 12 years; (2) all members shall attend at least 75 percent of all meetings in a 12-month period; and (3) unless otherwise provided by law, ordinance, or resolution, a member may only serve as chairperson for two consecutive years. In regard to the 75 percent attendance provision, Tina Russom mentioned that she believed this had been done in order to encourage people to attend the meetings to which they had committed. And although the policy does state that any member who does not attend 75% of the meetings for whatever reason would have to go before the Board to determine whether or not they would be removed, Stacey stated that he was not sure the Board realized the extent of this policy and that it might end up being revised at some point. And in regard to the two-term chairmanship, Stacey mentioned that although Anne Keast has served as chair for over two years, since this policy had not been in effect until this past September, it wouldn't affect whether or not she could be elected again next year.

8. Reports of Committee Members

There were no reports.

9. For Possible Action: Next Year's Meeting Dates

In keeping with the present year's plan of meeting the first Tuesday of the third month of each quarter, it was moved by Bernie Sease, seconded by Cindy Merrell, with motion

carried unanimously, that the 2013 meeting dates be set for March 5, June 4, September 3, and December 3. Meetings will continue to be held in the meeting room of Fire Station #51 beginning at 8:30 a.m.

10. Public Comment

There was no public comment.

11. For Possible Action: To adjourn

The meeting was adjourned at 8:48 a.m.

Recorder: Judy Dietrich