

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

March 4, 2014

1. Call to Order

Chair Anne Keast called the meeting to order at 8:30 a.m.

2. Roll Call and Determination of a Quorum

Members present were Denise Bauer, Anne Keast, Tina Petersen (joined during discussion of Item #6), Bernard Sease (by telephone), Denise Stewart, and Wendy Talavera, which constituted a quorum.

Also present were Stacey Giomi (Carson City Fire Chief), Karin Mracek (Carson City Communications Manager), 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.

5. For Possible Action: Approval of December 3, 2013, Meeting Minutes

As the necessary members were not present to vote on these minutes (as the members who were present at the last meeting were Anne, Tina, and Bernie), this item was tabled until a later date. After Tina joined the meeting, it was moved by Bernie Sease, seconded by Tina Petersen, with motion carried unanimously, that the December 3 meeting minutes be approved as submitted.

6. For Possible Action: Election of a Chairperson and a Vice Chairperson

It was moved by Bernie Sease, seconded by Denise Stewart, with motion carried unanimously, that Anne Keast continue to serve as Chair. As the City policy limiting the terms of a chair was not enacted until 2012 and was not retroactive, no policy was being violated in electing Anne this year. It was then moved by Bernie Sease, seconded by Anne Keast, with motion carried unanimously, that Tina Petersen continue as Vice Chair.

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

Spreadsheets were distributed on the 9-1-1 surcharge fees collected and the expenditures charged against this fund to date. Stacey Giomi explained to the new Committee members that a running total was kept each fiscal year of the 9-1-1 surcharge funds collected and the agencies from whom they're collected. Collections are averaging around \$18,000 a month, with just under \$113,000 collected so far this year and over \$1.05 million since the inception of the fund in April 2009.

Stacey said that the expenditure spreadsheet shows a running total of the expenditures, with some initial charges being made in 2009 and 2011, and then 9-1-1 system monthly charges being charged against this fund beginning in 2012. After deducting the current expenditures and the encumbrance for the recently approved new recording system, there was currently an available balance of \$416,814.26, with anticipated monthly charges of just over \$9,000.

8. For Possible Action: Approval of expenditures for CAD hardware and software for the Computer-Aided Dispatch 9-1-1 System

Stacey Giomi said that the committee had approved expenditures for this purchase at its last meeting, but he wanted to present additional information regarding this purchase which had been obtained since that time. He stated there were three components to the cost of upgrading the CAD system—a firm price of approximately \$900,000 for the software, an estimate of \$211,100 for the computer hardware, and about \$85,200 for a microwave link to allow the command software to communicate back to the Sheriff's Office on the City's network system—for a total cost of approximately \$1,197,100.

Stacey that as the City didn't have the funds to pay for this purchase, it was being proposed to borrow the money over a ten-year period and committing the 9-1-1 surcharge revenue fund to pay for that purchase over that period of time. So, over the next ten years, approximately \$100,000-\$110,000 per year from the 9-1-1 surcharge fund will be used to pay off this CAD purchase (approximately \$900,000 will be borrowed against the promised revenue of the surcharge fund and \$300,000 will be paid with the cash currently on hand in the fund). Therefore, the \$215,000 of anticipated yearly revenue from the 9-1-1 surcharge should just about cover the yearly costs of \$109,000 for the ongoing line charges and the bond payment of approximately \$107,000 for the purchase of the software, hardware, and communications components.

In response to Anne Keast's question as to whether there was a possibility of the revenue fund increasing over the years, Stacey said that it was doubtful because there was a question as to whether VoIP (Voice Over Internet Protocol) phones were subject to these charges and more and more people were switching over to them (and no collections were currently being made from these companies). However, the District Attorney's office was currently looking into this question to see whether state law could be changed in this regard.

Tina Petersen then asked how other 9-1-1 related items could be funded over the next ten years if all the funds would now be obligated, with Stacey replying that the City would then

need to find the funding elsewhere—but that this was the only way the \$1 million currently needed for this required upgrade could be obtained. Also, although the implementation of this type of upgrade would normally take two years, it will need to be accomplished within 18 months prior to the old system no longer being supported.

Stacey said that because the Committee had approved the expenditure of 9-1-1 surcharge funds for the migration of the Computed Aided Dispatch System at its last meeting, no further action was necessary on this item.

9. For Possible Action: To discuss and adopt the 911 Surcharge Advisory Committee Bylaws

Stacey Giomi stated that as the Committee was required by City policy to have bylaws, he and Tina Russom had drafted these bylaws for the Committee's review. As the Committee had no suggestions for any changes to these bylaws, it was moved by Bernie Sease, seconded by Tina Petersen, with motion carried unanimously, that the Committee adopt the 911 Surcharge Advisory Bylaws as presented.

10. Reports of Committee Members

Karin Mracek updated the Committee on the recorder purchase, stating that the contract has been signed and that they were now waiting for a project manager to be assigned. She said that the equipment was scheduled to be delivered beginning March 17 and that everything should be in place sometime in May.

11. Next Meeting Date: June 3, 2014

The next meeting will be held June 3, and although it had been discussed to hold this meeting in Dispatch in order to view the new equipment, Stacey Giomi stated that as Committee meetings were public meetings where the public must be allowed, this would create a problem because of the security involved in entering this facility. After some discussion as to whether Committee members could simply tour the facility for a familiarization of the equipment, Tina Russom said that she would research this issue and let the Committee know its options. So until a determination is made regarding this matter, the next meeting is scheduled to be held in the meeting room of Fire Station #51 beginning at 8:30 a.m.

12. Public Comment

There was no public comment.

13. For Possible Action: To adjourn

It was moved by Tina Petersen, seconded by Denise Stewart, with motion carried unanimously, that the meeting be adjourned at 9:10 a.m.

Recorder: Judy Dietrich