

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

June 3, 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 (by telephone), Bernard Sease, Denise Stewart, and Wendy Talavera, which constituted a quorum.

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

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 March 4, 2014, Meeting Minutes

It was moved by Bernie Sease, seconded by Denise Stewart, with motion carried unanimously, that the March 4 meeting minutes be approved as submitted.

6. 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 said that over \$167,000 has been collected so far this fiscal year and that this year's revenue was on track to match that of the previous several years. The grand total collected since the inception of the fund in 2009 was slightly over \$1.1 million.

Stacey said that some work has been done with the District Attorney's Office in obtaining an opinion in regard to collecting the surcharge from Voice over Internet Providers (VoIPs). And because it was felt the City should be collecting from them, the Treasurer's

Office will start to work with these providers in order to do so. Although this will not generate a tremendous increase in revenue, it will at least keep the expected revenue at approximately the same level because as these VoIPs become more prevalent, the surcharge revenue would decrease accordingly if these providers weren't being charged.

Stacey then went over the expenditure report, stating that the expenditures to date were \$490,424.39 and the encumbrance for the recording system was \$173,448.20, for a total of \$663,872.59.

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

Stacey said that most of the changes to the Plan were in updating the revenue and expenditure projections for the next five fiscal years, with the following expenditures being budgeted: \$110,500 each year for the 911 phone system charges; \$1,500 each year for hardware and software maintenance; \$300,000 in FY 2015 for the hardware/software upgrades to the CAD system; and \$108,000 each year for the debt service payment on the bond for that CAD system.

Also, under the Capital and Major Project Timeline paragraph, as the projects for 2014 were being accomplished (the replacement of the recording system and the CAD system) and the bulk of the anticipated revenue over the next ten years would be committed to pay off the bond for the CAD upgrade, no further major projects or capital expenditures were being anticipated. Stacey felt that as there would only be about \$10,000 to \$12,000 a year remaining in the fund after these expenditures, the City would need to find funds in the General Fund to pay for anything else that might become necessary until the bond was paid off.

And, lastly, Stacey mentioned that as the Municipal Code was included in this Plan, the changes indicated in the Code were only reflective of those changes that have already been approved by the Board.

It was then moved by Bernie Sease, seconded by Wendy Talavera, with motion carried unanimously, that the committee approve the changes as described and that they recommend to the Board of Supervisors that they approve the Plan as presented at the next convenient Board meeting. Stacey said that he planned to place this item on the June 19 Board meeting agenda and that it wouldn't be necessary for the committee members to attend.

8. Update regarding new 9-1-1 recorder purchase/installation

Karin Mracek reported that the technician had come out last week and that this project was over halfway done. She stated that this was a wonderful recorder and hoped to have it for a long time to come as it is top-of-the-line with a storage capacity of seven years. This is a very user-friendly recorder, and official training on it will occur the beginning of July.

In regard to the independent tours of Dispatch discussed at the last meeting to view this new recording equipment, Stacey asked that any committee member wishing a tour to contact Karin directly. Karin said any time after the next couple of weeks would be fine, as the equipment installation would be completed by then—and they could schedule the tour any time of the day or evening.

9. Update regarding purchase of CAD hardware and software for the Computer-Aided Dispatch 9-1-1 System

Stacey said that from the funding side, they were still going through steps for the bonding process. Bids were being taken on the cost of borrowing the money, and although the bond attorneys had estimated an interest rate of about 2.5%, the first bid has come in at 2.23%. So if the bonding comes in at a lower than expected rate, the charges set out in the Master Plan might be lower than what was projected. Once the bidding process is over, the Board will be voting on it at the last meeting in June or the first one in July, with the money then becoming available, at which time they will begin the purchasing process.

10. Reports of Committee Members

There were no committee reports.

11. Next Meeting Date: September 2, 2014

The next meeting is scheduled to be held September 2 beginning at 8:30 a.m. in the meeting room of Fire Station #51.

12. Public Comment

There was no public comment.

13. For Possible Action: To adjourn

It was moved by Bernie Sease to adjourn the meeting at 8:50 a.m.

Recorder: Judy Dietrich