

**MINUTES
of the Meeting of the
CARSON CITY
9-1-1 SURCHARGE ADVISORY COMMITTEE
September 13, 2016**

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on September 13, 2016, beginning at 8:30 a.m. in the meeting room of Fire Station No. 51, 777 S. Stewart Street, Carson City.

1. Call to Order

Chair Anne Keast called the meeting to order.

2. Roll Call and Determination of a Quorum

All voting members were present: Denise Bauer (by phone), Anne Keast, Tina Petersen, Robert Stanford, Denise Stewart and Wendy Talavera, which constituted a quorum. Denise Bauer then left the call, in order to attend a training class (quorum had been met).

Also present were Dave Aurand (Business Manager, Carson City Fire Department), Karin Mracek (Carson City Communications Manager) and Iris Yowell (Carson City District Attorney's office).

3. Public Comments and Discussion

There were no public comments or discussion.

4. For Possible Action: Approval of June 7, 2016 Meeting Minutes

It was moved by Wendy Talavera, seconded by Bob Stanford, with motion carried unanimously, the June 7, 2016 meeting minutes be approved as submitted.

**5. Report on Funds Collected and Expended/Obligated from the 9-1-1 Surcharge Fund
(Discussion only – No Action)**

Spreadsheets with the 9-1-1 surcharge fee financial information were distributed for review. Dave Aurand was in attendance due to Chief Schreihans' absence, and had questions relating to the fund before he reviewed the current figures.

Dave asked if 9-1-1 surcharge funding would be continued in the future. Both Karin Mracek and Bob Stanford explained the collection of fees from cell phones and land lines, which provide for fund revenue. Dave questioned a purchase order of roughly \$6,000.00 from Fiscal Year 2016, and wanted clarification on which department handles all purchasing. Karin Mracek explained that the Fire Department pays these bills.

Dave asked if there were any expected large purchases planned for Fiscal Year 2017. Karin didn't think any money was available, but if there was – a phone upgrade was needed. Dave explained that he would find out if there will be funding available when the budget rollover from 2016 occurs. He mentioned contacting Sheri Russell (Carson City Finance Department) for more clarification.

Dave reviewed the September 13, 2016 budget amounts reflected on the spreadsheet, showing \$96,538.00 balance in service and supplies, with \$110,500.00 budgeted for service agreements and \$5,277.00 for undesignated projects.

Karin noted that the Tiburon funds had not been fully expended, and wanted to make sure that any excess was not included in these amounts. Dave explained that he did not have information on Tiburon budget amounts, but would inquire with Finance. Karin thought the amount would be less than \$2,000.00.

Anne Keast asked Dave about his role in budget funding. Dave explained that he was the Business Manager for the Fire Department, and is involved with Purchase Orders when invoice amounts were greater than \$5,000.00. Anne asked Dave if he works directly with Chief Schreihans. Dave said that he does.

Karin explained that some of the Tiburon funding was in limbo, and had not been taken out yet. This funding in question is for the purchase and installation of the interface software. Anne asked about any problems, and Karin noted an IT issue with iPads. Karin also mentioned a problem with Fiber Optic installation, and Tina Peterson asked if this was a city owned line. Karin said that the majority of it was, and wished Chief Schreihans were here to explain the situation more fully.

Anne noted that some of the funding amounts were known at this point, but the Chief needed to be present for the rest of the breakdown. Anne told Dave that the Committee only provides oversight for the funding, but not actual decision-making. She also explained that this Committee started in 2007 with Chief Giomi, and has been in transition for all members since his retirement in 2015.

Dave explained that he would make sure Fiscal Year 2016 rollover amounts would be reflected on the budget information for review at the next meeting.

6. Update on the Status of the Tiburon Project (Discussion Only – No Action)

Karin Mracek gave a further explanation on the interface status, which is being finished up by the software engineers.

Anne asked if all trucks had the iPads which were needed. Karen explained that they did have all of the main equipment, but were experiencing some IT issues.

7. Reports of Committee Members (Discussion Only – No Action)

There were no Committee Member reports.

8. Next Meeting Date: December 6, 2016

Anne Keast stated the next meeting date would be December 6th.

9. Public Comment

There was no public comment. An introduction of Shelby Price, Office Assistant for the Carson City Fire Department, was made to the committee. Shelby explained her role in learning minute-keeping procedures for meetings.

10. For Possible Action: To Adjourn

It was moved by Tina Petersen to adjourn the meeting at 8:45 a.m.

Recorder: Kristen Pradere