

**MINUTES**  
**of the Special Meeting of the**  
**Carson City**  
**9-1-1 SURCHARGE ADVISORY COMMITTEE**  
**June 22, 2017**

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on June 22, 2017, 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**

Voting members present were Anne Keast, Denise Bauer, Tina Petersen, and Wendy Talavera, which constituted a quorum. Voting members absent were Denise Stewart and Stacey Giomi.

Also present were Iris Yowell (Carson City District Attorney's Office), Christine Tuttle (Carson City Sheriff's Office), Karin Mracek (Carson City Communications Manager), Sean Slamon (Carson City Fire Chief), Ken Furlong (Carson City Sheriff) and Nick Marano (City Manager).

**3. Public Comments and Discussion**

There were no public comments or discussion.

**4. For Possible Action:** To recommend the Board of Supervisors approve the revised 9-1-1 Surcharge Master Plan.

**Summary:** The Governor recently signed SB 176 mandating body cameras for uniformed peace officers who routinely interact with the public for certain law enforcement agencies, and certain city and court departments. This will impact the 911 surcharge fund, as the source of revenue to fund this mandate will come from the 911 surcharge. Before an increase in the 911 surcharge can take place, SB 176 requires that the 911 Surcharge Master Plan contain an estimate of costs to implement and maintain these new requirements.

Copies of the Draft 911 Surcharge Master Plan were distributed for review (and had previously been e-mailed to the committee); Ken Furlong reviewed the proposed changes

noting the goal of the revision which was in consideration of SB 176. The main changes were as follows:

- Verbiage changes were made in paragraph one of the Introduction section to include - infrastructure and equipment.
- Language was added in paragraph two of the Introduction section stating, “the City must prepare for the impact that changing technology has on 9-1-1 services. In order to ensure funding is available and adequate, a service fee is imposed by the Board of Supervisors on telephone lines in accordance with NRS 244A.7641 through NRS 244A.7647”. Ken added that the challenge statewide has been ensuring that the fund is stable and providing for sufficient resources to keep up with technology.
- The first sentence in paragraph three of the Introduction was deleted.
- The Vision section title was changed to “Purpose” and the following was updated – “The purpose of this document is to ensure that the Carson City 911 system and the associated dispatch and radio infrastructure systems will remain current and reliable so that all the citizens and visitors of Carson City may connect to 911 emergency services using any device from any location, and that public safety entities are equipped as required by law”. Ken added that the last sentence of this insertion was in consideration to the body camera authorization.
- The following language was added to the Goals section – “to maintain the 911 surcharge fund with sufficient stable funding”. An additional goal was also added – “To ensure compliance with NRS 289.830 for equipping of audio/video devices to public safety entities”.

Denise Bauer asked Ken if he was anticipating using 911 funds to pay for car cameras in the future. Ken responded that this had been authorized, however; he did not see this being able to be addressed in the five year plan.

Ken noted that in the previous 911 Surcharge Master Plan there was a paragraph which included the projected use of funds for a five year period and he suggested that the revenues and expenditures become an attachment to the revised Master Plan.

Copies of the 911 surcharge budget were distributed for review, and were on display on the projector; Ken reviewed the projected five year budget and the expenditures by vendor spreadsheet.

The 911/infrastructure related charges that the general fund had been absorbing were listed on the expenditures by vendor spreadsheet. Additionally, predicted future expenditures were line itemed on this spreadsheet. Ken said the projected five year plan was developed from the listed expenditures. Ken added that radio infrastructure has always been allowed for in the 911 surcharge, but there has never been enough money to

pay for it. He added that the Dispatch Center knows some of these struggles and is currently working with an antiquated system.

Ken reviewed the projected revenue of the 911 surcharge – franchise fees and interest income with the 911 surcharge fee at the proposed rate of \$1.00

Ken then listed the expenditures of the 911 surcharge budget: professional services, service agreements, maintenance service contracts, supplies & reserves, small furnishings, undesignated projects, internal service charge, capital projects/construction, radio infrastructure, equipment reserves and furniture and fixtures.

Ken added that the 911 surcharge budget is very critical to be reviewed annually.

Tina Petersen asked in the projections, if approved to increase to \$1.00, was consideration taken as far as growth in the carriers that are contributing or the subscribers that are contributing to those carriers. Ken responded that the consideration is based on the population as it is, with anticipation of growth; in the five year projection, that adjustment would have to be made each year. Nick Marano said Carson City is at a growth rate of 1.7 percent. Tina added that the number of carriers contributing will not change, but the number of subscribers will and the subscribers may have multiple devices which will include additional lines contributing to this fund. Sean Slamon added that this was discussed, but with the slow growth rate the projections were not adjusted.

Ken Furlong said if this item is voted on today and passed; the next step will be creating a business impact statement. Iris Yowell confirmed for this to be put into action, a business impact statement will need to be created for the ordinance changes that are going to be proposed. She added that the Master Plan update needs to be placed on the Board of Supervisors agenda for approval first and then the ordinance next. Ken added that the Board of Supervisors will set the fee and that rate will be in the ordinance.

Anne Keast asked which Board of Supervisors meeting the Committee was striving for. There was discussion on this and the Board of Supervisors meeting on July 20<sup>th</sup> was decided upon for the updated Master Plan.

Ken listed the three primary goals the updated 911 Surcharge Master Plan achieves moving forward:

- To provide funding for the implementation of audio/video recording devices statewide for law enforcement personnel required by the passage of SB 176
- To provide a stable and adequate funding source for the operation of the 911 emergency communications systems and infrastructure
- The 911 surcharge fund needs to be moved into a stable revenue source to ensure that there is a reserve or undesignated funding source for emergencies

Iris asked if this Committee would need to meet again with anymore changes to the Master Plan. Ken said there should not be any more changes and the Committee should be able to go to the Board of Supervisors with the Master Plan recommended changes after this meeting. Ken said the only question is where the projected budget would be located, in the Master Plan or as an exhibit. It was decided that the 911 surcharge budget would be attached as an exhibit. Ken asked Nick if the expenditures by vendor breakdown, which is a line by line breakdown of the projected five year budget, needed to be included in the exhibit as an attachment. Nick said he would need to check with Nancy Paulson (Carson City Finance) or Sheri Russell (Carson City Finance). The Committee decided that both the 911 surcharge budget and expenditures by vendor spreadsheet would be attached as one exhibit.

Tina Petersen moved to accept the revisions and to submit the revised 9-1-1 Surcharge Master Plan with attachments to the Board of Supervisors. Wendy Talavera seconded the motion. A vote was taken, and the vote carried unanimously.

**5. Next Meeting Date: Regular Meeting: September 12, 2017; there may other special meetings as needed.**

**6. Public Comment**

There was no public comment.

**7. For Possible Action: To adjourn**

It was moved by Tina Petersen to adjourn the meeting at 8:57 a.m.

Recorder: Shelby Price