

**MINUTES**  
**of the Meeting of the**  
**Carson City**  
**9-1-1 SURCHARGE ADVISORY COMMITTEE**  
**June 6, 2017**

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on June 6, 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, Wendy Talavera, Denise Stewart (by phone) and Stacey Giomi (by phone), which constituted a quorum.

Also present were Iris Yowell (Carson City District Attorney's Office), Jeff Melvin (Carson City Sheriff's Office), Christine Tuttle (Carson City Sheriff's Office), Laura Rader (Carson City Purchasing and Contracts), Ken Sandage (Carson City Sheriff's Office), Karin Mracek (Carson City Communications Manager), Sean Slamon (Carson City Fire Chief), Ken Furlong (Carson City Sheriff) and Tad Fletcher (Carson City Alternative Sentencing).

**3. Public Comments and Discussion**

There were no public comments or discussion.

**4. For Possible Action: Approval of March 7, 2017 Meeting Minutes**

It was moved by Tina Petersen, seconded by Wendy Talavera, with a motion carried unanimously (*with the exception of Stacey Giomi who abstained because he was not in attendance at the March meeting*), that the March 7, 2017 meeting minutes be approved as submitted.

**5. For Possible Action: Election of a Chairperson and a Vice Chairperson**

It was moved by Wendy Talavera, seconded by Denise Bauer, with a motion carried unanimously, that Anne Keast continue to serve as Chair of the 9-1-1 Surcharge Advisory Committee.

It was then moved by Tina Petersen, seconded by Denise Bauer, with all eyes in favor of Denise Stewart continuing as Vice Chairperson of the 9-1-1 Surcharge Advisory Committee.

**6. 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. Anne Keast reviewed the budget spreadsheet line by line (current as of June 5, 2017).

Karin Mracek asked if a more detailed breakdown of the 9-1-1 surcharge fund could be prepared including the amount each phone carrier contributes. Tina Petersen added that this budget used to be broken down by carrier as far as what their contribution was. Karin said she is going to send an old budget breakdown to Dave Aurand (Carson City Fire Department Business Manager) for an example of what she is looking for. Anne Keast asked Stacey Giomi to explain where the detailed accounting information came from in the past. Stacey explained that the detailed breakdown was produced internally, by the Fire Department business manager and management assistant, who obtained the data from Carson City's HTE accounting system and then prepared a report.

Karin asked where the phone carrier contribution amounts came from in the past. Stacey responded that Carson City Fire Department received a monthly report from the Carson City Treasurer's Office and kept a running total. Sean Slamon will have Dave Aurand work on obtaining this information and creating a more detailed breakdown.

**7. For Possible Action: Discussion and Possible Recommendation to the Board of Supervisors to raise the 911 surcharge amount.**

Ken Furlong informed the Committee of the bill Governor Sandoval signed which will require Law Enforcement agencies, by July of 2018, to field body cameras. Ken said this will directly affect the 9-1-1 Surcharge Advisory Committee. Ken stated a five year plan needs to be created by July 1, 2017, to stabilize the 9-1-1 surcharge fund and create the probability that by July 1, 2018 implementation to field body cameras on a defined number of people will be in place. He explained within the next 30 days, the 9-1-1 Surcharge Advisory Committee needs to have a five year plan that will fund

approximately one half million dollars. Ken recommended possibly adding a member to the 9-1-1 Surcharge Committee, Kathie Heath (Carson City Sheriff's Office – retiree), who is very familiar with the Master Plan of this Committee.

Karin Mracek questioned Ken regarding the 9-1-1 Surcharge Master Plan, asking if he was recommending augmenting the current plan; she added that the Master Plan is due for a revision in July 2017. Ken suggested that the Committee add the new requirements to the current Master Plan.

Stacey Giomi requested the Senate Bill information; Iris Yowell stated that the Bill number is SB 176, adding that there is an amendment in addition to this Bill, Amendment No. 84, which contains the addition of "Marshalls".

Stacey Giomi expanded on the funding component regarding the difference between the \$0.25 (current fee) and \$1.00 (possible fee) and inquired how much additional money would be received in the course of one year. Stacey and Ken were in agreement that the Committee needs to figure out what the surcharge fee needs to be, backed by facts, and then make a recommendation to the Board of Supervisors. Stacey added that the language in State law changed to allow this fee to be raised up to \$1.00.

Ken added that NRS 244A.7645 establishes a "top level" and it would be great if this Committee established a "bottom level" so this fund does not fall below a certain amount to be a contingency fund for emergency needs.

Stacey asked if the latest upgrade for Tiburon that this account funds is still being paid. Karin responded it is, and will be paid on for the next nine years as well as an additional phone upgrade that had been approved; however, the new phone upgrade has not been implemented yet, and is not being paid on at this time. Stacey asked if the money for this new phone upgrade was allocated and Karin stated that it was approved by the Surcharge Committee. Laura Rader said it was to her understanding that the funds for this new AT&T phone upgrade were coming out of the 9-1-1 Surcharge fund. Stacey noted that these totals need to be prepared to include the new phone upgrade, the annual payment for CAD system, the annual payment for Vesta, the annual cost for the 9-1-1 line which will total the minimum "bottom line" budget and does not allow for any emergencies, upgrades, changes or contingency.

Iris added that there was a recent Attorney General decision that indicated an estimated fiscal impact will need to be submitted with the materials as well as included on the agenda when submitting this to the Board of Supervisors.

Ken added that part of the drive behind raising the 9-1-1 fee was to stabilize the funds statewide irrespective of the body cameras.

Anne Keast stated that a Committee of City staff from the Sheriff's Office and Fire Department need to be appointed to work on this Master Plan revision to include the new requirements. She then asked for the names of the personnel who would serve on the Master Plan Revision Committee and they were: Ken Sandage, Jeff Melvin, Christine Tuttle, Kathie Heath, Karin Mracek and Sean Slamon.

Laura Rader noted to be cautious about contacting vendors regarding body cameras in case of a RFP (Request for Proposal).

The Committee scheduled a special 9-1-1 surcharge meeting on June 22<sup>nd</sup> at 8:30 a.m. to review and vote on the revisions made to the 9-1-1 Surcharge Master Plan.

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

Karin Mracek updated the Committee on the phone update, noting that the server room at Dispatch had to be rearranged. She said the radio update, which Carson City Public Works is in charge of, is moving forward.

**9. Next Meeting Date: September 12, 2017**

Anne Keast stated that the next official meeting date is scheduled for September 12 and a special meeting is scheduled for June 22.

**10. Public Comment**

There was no public comment.

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

It was moved by Denise Bauer to adjourn the meeting at 9:16 a.m.

Recorder: Shelby Price