

**MINUTES
of the Meeting of the
Carson City
9-1-1 SURCHARGE ADVISORY COMMITTEE
April 16, 2019**

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on April 16, 2019, 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 Denise Stewart called the meeting to order.

2. Roll Call and Determination of a Quorum

Voting members present were Denise Stewart, Tina Petersen, Denise Bauer, and Daniel McKeehan which constituted a quorum. Voting member absent was Katie Durbin.

Also present were Karin Mracek (Carson City Communications Manager), Ken Furlong (Carson City Sheriff), Kathie Heath (Carson City Sheriff's Office – *retired*), Todd Reese (Carson City District Attorney's Office), Sean Slamon (Carson City Fire Chief), James Jacklett (Carson City Public Works – Control Systems), and Eric Von Schimmelmann (Carson City Information Technology).

3. Public Comment:

There were no public comments.

4. For Possible Action: Approval of January 15, 2019 Meeting Minutes

It was moved by Denise Bauer, seconded by Daniel McKeehan, with all ayes in favor that the January 15, 2019 meeting minutes be approved as submitted.

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

Copies of the 9-1-1 surcharge financial information were distributed for review. Kathie Heath reported that the document showed the funds collected through February (not complete). She said the fund is averaging more than \$60,000 per month and it appears all providers are paying. Kathie said there was nothing unusual to report on the expenditures for the quarter. The AT&T and Spectrum bills were paid, the bond payment was made, and the additional body cameras were purchased; everything seems to be on track.

6. Discussion and General Information on Fiscal Year 2020 Budget (Discussion Only – No Action) (Kathie Heath)

Kathie Heath reported that the documents for Fiscal Year 2020 budget have been submitted to Carson City Finance and the budget is still being finalized. An increase in the revenue was included in this budget; Finance may want to decrease this amount. Nothing new was included in the Fiscal Year 2020 budget except the server for \$87,000. Kathie said there was nothing unusual for Fiscal Year 2020 and added that the budget for undesignated funds will be under \$100,000.

Kathie listed the other expenditures which included AT&T, body cameras, recording equipment, priority dispatch, Smart 911, Text to 911 (ongoing), general operating items, small furnishings, the bond payment, and the server replacement. Karin Mracek will follow up with Casey Otto (Carson City Sheriff's Office Business Manager) to see if Text to 911 has to go before the Carson City Board of Supervisors.

Daniel McKeehan asked what items were additional for Fiscal Year 2020. Kathie said \$87,000 could be found under Capital Outlay – Furniture and Fixtures for the server, Smart 911 and Text to 911 were new and could be found in the Maintenance Service Contracts. She added that these are new items that have already been approved and are now being implemented. Kathie said there was one change to Fiscal Year 2020 and to disregard the amount shown for Internal Service Charge. Brief discussion as held on the server which is for Tiburon and expected life of the server is five to seven years.

7. Discussion Regarding Upcoming Infrastructure Needs for the Communications Center (Discussion Only – No Action)

James Jacklett said the Engineering Team at Carson City Public Works was going to be looking at the Facility and electrical and upcoming needs for the Communication Center including reserve capacity. James was unsure the status of this. Kathie Heath said this item has to do with when the fees were initially raised and funds could be set aside for these particular infrastructure needs. She said the Committee might need to look at what funds should be set aside.

James said one of the items he wanted to address because he knew was an existing condition with the electrical there was the uninterruptible power supply (UPS) – the battery backups for facility; they are at maximum capacity. This needs to be addressed and is just the battery backup that supports the consoles and servers; there are other items related to this. This is a Facility Maintenance item. Ken Furlong mentioned funding for

the generator which is at end of life as well; the question is what Carson City Facilities Maintenance plans on doing with this.

8. Discussion and Report on Carson City's Radio System and Equipment (Discussion Only – No Action) (James Jacklett)

James Jacklett introduced himself to the Committee; he is the Control Systems Operations Manager for Carson City Public Works and is responsible for the Communications System. James gave an overview of the Carson City Public Safety Radio Communications System which includes three communication tower sites, four repeated channels, a number of simplex channels, five voter sites for increased talk-in coverage, six dispatch consoles, over 900 subscriber radios, a dedicated radio network consisting of microwave and fiber optic communications to support this, and staffing of three people – one full-time Communications Technician, one Electrical/Communications Foreman, and one Operations Manager-Control System – fairly light staff considering the size and importance of this system.

James then listed the functional overview of the system which is a very high frequency (VHF) band system and has traditionally been analog and conventional. Over recent years P25 Phase 1 channels have been implemented. There is a limited coverage area which is pretty much just Carson City and limited in-building coverage. As building construction becomes more radio unfriendly, this becomes an issue.

The interoperability with neighbors is extremely important; there is good interoperability with Quad County partners – Douglas County, Lyon County, and Storey County. There is challenged interoperability with the 800 Megahertz users on the Nevada Shared Radio System (NSRS) which include State resources – NHP, Capitol Police, anyone in Washoe County, Tahoe, and Incline. In the past several years Carson City has relied on State resources to support large events such as Nevada Day; Carson does not have the capacity and coverage to do these events. Resources included cross-band repeaters, Civil Support Team, and the Division of Emergency Management (DEM) with their cache radios to help solve some of the interoperability issues.

The radio programs strategic goals are sustainment-equipment replacement, increase capacity, improve coverage, and increase reliability.

Recent actions include:

- 2016 Infrastructure Report Updated
- 2016 Motorola System Upgrade Report
- Radio voter system replaced with IP voting

- Sugarloaf RF interference, investigation, and mitigation
- 2018 Sugarloaf battery bank replacement
- Alternatives evaluation 2016-2018
- 2018 User Engagement, survey, and needs assessment for both internal users and regional partners
- Ongoing coordination with regional partners

System alternatives that have been looked at include the following:

- Refresh analog VHF system
- Upgrade to P25 VHF system
- Regional VHF Quad County system
- Participation with NSRS

Current actions include the following:

- Addition of three repeated channels at two repeater sites
- Strategic goals met – sustainment, capacity, and reliability
- Subscriber replacement – All band radios
- Agreement with NDOT for operation on NSRS
- Dispatch Console proposal

Future actions include the following:

- NICE voice logger upgrade
- Migrate to 800MHz operation on NSRS
- Address in-building coverage for VHF and 800MHz
- Migrate to P25 paging for Fire Department (FD) Main
- Implement Mission Critical Push-to-Talk (MCPTT) capability
- Implement situational awareness solution

9. Discussion and Possible Action: Request to Change Meetings to Every Two Months or Other Interval that the 9-1-1 Surcharge Agrees Upon

There was minimal discussion on this agenda item as there had been a misunderstanding on meeting intervals during discussion at the last meeting. Todd Reese said if the Committee chooses to change the meeting intervals they would also need to update the Bylaws. The Bylaws need be updated next meeting as the meeting months for this Committee changed last year; the Bylaws need to reflect that change.

Kathie Heath explained the reason for the change in meeting months which occurred last year because of the tremendous lag in reporting of expenditures.

An action item will be included on the next meeting agenda to simply change the sentence in the Bylaws to reflect the current meeting schedule.

- 10. Discussion and Possible Action: Requiring a standardized cover letter with summary information for any non-budgeted item request including requesting department, person, cost, expected completion date, expected lifespan, justification for using 9-1-1 funds. Additionally, require quotation from vendor whenever possible.**

Daniel McKeehan explained that he had requested this item be included on the agenda and this included the server. Eric Von Schimmelmann said a full request was sent to Carson City Finance. Daniel asked for a simple staff summary to be created for anything that is added to the budget. Kathie Heath asked what the threshold was; Daniel said for any non-budgeted item.

It was moved by Daniel McKeehan, seconded by Tina Petersen, with all ayes in favor of the requirement of a standardized cover letter with summary information for any non-budgeted item request including requesting department, person, cost, expected completion date, expected lifespan, and justification for using 9-1-1 funds with the addition of a quotation from vendor whenever possible.

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

There were no Committee Member reports.

- 12. Next Meeting Date: July 16, 2019**

- 13. Public Comment:**

Sean Slamon recognized that it was National Public Safety Telecommunicators Week and thanked Karin Mracek and all the dispatchers for the amazing job they do. Karin said that Dispatch would be celebrating all week and invited Committee members to stop by.

- 14. For Possible Action: To adjourn**

Denise Stewart declared the meeting adjourned at 9:15 a.m.

Recorder: Shelby Price