

**MINUTES
of the Meeting of the
Carson City
9-1-1 SURCHARGE ADVISORY COMMITTEE
July 21, 2020**

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on July 21, 2020, beginning at 8:36 a.m. via conference call.

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, Denise Bauer, Tina Petersen, Daniel McKeehan, and Katie Durbin which constituted a quorum.

Also present were Todd Reese (Carson City District Attorney's Office), James Jacklett (Carson City Public Works – Control Systems), Ron Reed (Carson City Facilities Maintenance), Dan Stucky (Carson City Public Works), Darren Anderson (Carson City Public Works), Darren Schulz (Carson City Public Works), Kathie Heath (Carson City Sheriff's Office – *retired*), Ken Furlong (Carson City Sheriff), Casey Otto (Carson City Sheriff's Office), James Underwood (Carson City Information Technology), and Sarah Johnson (Carson City Communications Manager).

3. Public Comment:

Ken Furlong introduced Sarah Johnson and reported that Sarah has accepted the position to take over management of the Communications Center. Ken added that Sarah will be replacing Karin Mracek who retired.

4. For Possible Action: Approval of January 28, 2020 Meeting Minutes

It was moved by Tina Petersen, seconded by Katie Durbin, with all ayes in favor that the January 28, 2020 meeting minutes be approved as submitted.

5. For Discussion Only: Discussion and Report on Funds Collected from the 9-1-1 Surcharge Fund (*Kathie Heath*)

Kathie Heath reported that the total revenue collected through May for Fiscal Year 2020 for the 9-1-1 Surcharge was \$778,000 with the interest being three times what was budgeted. Kathie said the total revenue to the fund will be about \$795,000. Kathie said

she was not able to obtain the individual vendor data yet as it is not available in a reasonable timeframe, but said all vendors are paying. Kathie said the projected revenue for Fiscal Year 2021 is \$845,000.

6. For Discussion Only: General discussion on the Fiscal Year 2021 Budget (Kathie Heath)

Kathie Heath reported that the Fiscal Year 2021 Budget was discussed at the last 9-1-1 Surcharge meeting. Kathie said no changes were made and the only new project included for Fiscal Year 2021 is continuing with the Electrical Assessment. She said she included the money for vehicle cameras and Rave Mobility which were expected, and EOC (Emergency Operations Center) support was included as ongoing. \$845,000 is the total expenditures for Fiscal Year 2021. Kathie said there was nothing unusual included.

Daniel McKeehan asked what the \$95,000 in professional services was for. Kathie said this was talked about a couple of meetings ago for a project for the CAD (Computer-Aided Dispatch) fire alerting system; a purchase order was approved for the first portion and it has not been completed yet.

Daniel asked Ken Furlong if the \$211,500 was for the purchase of the vehicle cameras. Kathie said the bulk of this is paid to AT&T for ongoing 911 costs. Daniel asked about the description for this line item “Video Equipment & Maintenance” and Kathie said these descriptions for the account numbers were created by the Carson City Finance Department and she was not sure where that term came from.

Daniel asked where the vehicle cameras were included in the budget worksheet. Kathie said they were located in the Maintenance Service Contracts line item along with the other Axon items, maintenance for the recorder, etc. Ken noted that a big change to the 911 Surcharge occurred when the Legislature approved cameras be put in place and funded by this Fund. Ken said the Axon contract is in place for body cameras and a testing phase is in process to put cameras in the cars as well. Ken said the more cameras officers have available to them the more society today is on board. He added that past experiences have been that the car cameras are more valuable than the body cameras. Daniel said this made sense to him and confirmed that in the NRS (Nevada Revised Statute) pertaining to this it allowed the funds to be used for body cameras and vehicle cameras. Ken said a conversation had been initiated with Axon to renew the contract to include an unspecified number of car cameras.

Daniel asked if approval for this agreement goes through the 9-1-1 Surcharge Advisory Committee. Ken said yes, this had been in process from the onset. Ken added when the

Board of Supervisors were originally briefed on the camera circumstances, members did not anticipate the Fund would be able to support car cameras. Ken said this Fund has grown faster than anticipated and it looks like the Fund will sufficiently fund the car cameras. Ken said members have just entered into the discussions and based on the timeframe he would probably come back to this Committee for a recommendation to the Board of Supervisors in December or January. Ken added that it is prudent to have a recommendation from this Committee.

Kathie concluded by saying the Maintenance Service Contracts includes the body cameras to Axon, the internet connection, maintenance on the recorder, maintenance paid to priority dispatch, maintenance on the server, Rave, Text to 911, and some minimal costs to Comm51 to keep it going.

7. **For Possible Action: Discussion and possible action regarding an expenditure of \$120,000 for the project management, design, construction management, and construction of a fiber optic line between South Carson Street and the Carson City Dispatch Facility.** The construction of fiber optic communications between the intersection of South Carson Street/Snyder Avenue and the Carson City Dispatch Facility is necessary to provide system redundancy and complete the Carson City core communications fiber optic ring connecting Carson City's critical facilities including Dispatch, City Hall, and Public Works. *(Dan Stucky, James Jacklett)*

Dan Stucky provided an introduction on the overview of the project. He said this project is to expand fiber infrastructure from South Carson Street to the Dispatch Facility. Dan said currently there is a single speed to Dispatch which there is vulnerability for single point of failure to the network. Dan said James Underwood and James Jacklett have worked on master planning the fiber optic expansion across the City. He said their vision was to create this ring of fiber infrastructure to provide more redundancy and a better system. Dan said as everyone knows this year South Carson Street is under construction and with this project there is about a million dollars of fiber optic infrastructure that is being laid which is a big deal to the City. This brings about two miles of fiber along South Carson Street. Dan said what's missing is the link connecting South Carson Street to Dispatch.

Dan said regarding project costs, Darren Anderson, the City's Engineer put together a cost estimate of \$120,000 which includes Public Works staff to design and then create plans for the project as well as specifications including construction management when it goes to construction and the estimated construction costs. Dan said this is based off historical pricing. Dan noted that Public Works just recently bid out a fiber optic project,

the Roop Street Fiber Project, so they have good pricing that they used and applied to this project which is how they determined the estimate included with the memo he provided.

Daniel McKeahan asked if this would be a true ring with multiple venture points into the Dispatch Facility. James Jacklett responded that the geographic ring will be on the east side of town and explained the location of that. He said it is a true geographic ring up to the Facility, but where it enters the Facility there is a single box on the outside it will enter through. It will not enter on two sides of the building. James said with this consideration they could modify the design to bring this fiber in a few feet away from the other one.

Daniel asked if this includes all the equipment required for termination, routers, etc. James said it did not. He said this is the conduit, splicing, fiber placement, and termination. James Underwood said there is sufficient equipment in place at the Dispatch Center that is redundant that the fiber links would connect to. Daniel asked if this equipment was currently covered under a maintenance contract. James said it was. Daniel asked what speed ring was being looked at for this. James Underwood said 40 gig connections are being placed on all primary connections.

Daniel asked if any other costs were anticipated than what was presented. James Underwood said there might be a few hundred dollars for cables, etc. which are minor costs that Carson City IT would cover.

James Jacklett said he would like to speak on additional costs and talk long term about what is next. He said the primary reason for getting this connection in is so there is reliable fiber to the Dispatch Center to provide all of the services that are used in the Facility. James said he would still like to see an additional upgraded microwave connection into the Facility back into the Nevada Shared Radio Systems for console and radio systems. He said having that additional connection for the criticality and what it does for Carson City and for Public Safety is something he feels is necessary. That way if there is a problem at one of these facilities, they have another option to fall back on.

Daniel asked why the \$21,000 that the Fund currently pays on internet will not be going away. James Underwood said this circuit was installed to provide the sufficient data for transferring body cam video from the City to Evidence.com because at the time the City was running through the State's Network which did not have sufficient bandwidth to support this need. This circuit right now acts as another redundancy for the City overall. James Underwood added that this had been brought to this Committee previously to talk about that shared use.

Ken Furlong asked if \$120,000 is being requested now and then another request for funding will be made at a later date for this other transmitter. James Jacklett said his reason for explaining these additional costs was to provide a full disclosure and let everyone know that they are not done. He said they are strategically looking at this and taking it one step at a time.

Ken said for Kathie Heath and everyone's information this funding line item is the same as the vehicle cameras. Kathie said this is true for the future cameras. Kathie added as this Fiscal Year budget is presented there is \$230,000 in unallocated funds. This \$120,000 would account for over half of that fund and if approved would wipe out the ability to put vehicle cameras in.

Daniel asked if there would be an additional cost to hold off on doing this for another year because the street would not be torn up as it is now. Dan said that he did not think there would be additional costs except for the construction market as he cannot predict what it will look like in a year.

Daniel asked if anyone had an idea on how this fiber could be installed that would be cheaper. Dan said that the way this has been planned out is to avoid paving and patching in the street which will save a significant amount of money.

Darren Schulz asked Kathie and Ken if the Fiscal Year 2020 Undesignated Projects would be carried over into Fiscal Year 2021. Kathie said it would, but it will not be seen until January. Kathie said in January this number will go up, but as of today the money is not there.

Kathie said when the last major Tiburon upgrade was done the one thing that was not charged to the Surcharge Fund was Public Works internal service charges. She asked if this was something that was necessary to charge to the Surcharge. Darren responded that Public Works has been directed by the City Manager's Office as a City Directive on all Capital Projects that they are supposed to start charging their project management time to the projects and departments.

James Underwood wanted to make clear that the State Radio System which the City is moving to is subject to the same risks as any other data. He said by completing this connection the City would have another physical path out of Dispatch. This will provide some level of redundancy.

Ken asked if this were to be approved today when Dan would estimate project completion. Dan said this is not a complex design and it could be designed in the next

three to four months and be ready to go out to bid. It could be bid out anytime throughout the year. Dan said they would estimate project completion in the spring of 2021.

Daniel proposed to the Committee to move forward with the design part of this for \$10,000 and table the remainder. Dan said they would be able to obtain bids and come back at a future date to get the bids approved.

It was moved by Daniel McKeehan, seconded by Katie Durbin, with all ayes in favor to fund the design part of this project for \$10,000 and table the rest of the project for a later date. Kathie and Casey Otto will send Public Works the line item.

James Underwood asked if members should target the October meeting for the bids or the January meeting as bids are only good for a few months generally. Dan said bidding around November or December and planning for the January meeting would be good.

8. For Discussion Only: Reports of Committee Members

None.

9. For Discussion Only: Next Meeting Date: October 20, 2020

10. Public Comment:

James Jacklett provided a brief update on the Dispatch Electrical and Communication Assessment. He said Public Works completed the solicitation and selected PK Electrical as the engineering firm to perform that assessment; a meeting is scheduled later in the week. This is moving forward and making progress.

Ken Furlong requested that all department directors provide Sarah with one line of information for projects that are in process, so she has an idea of what is taking place.

11. For Possible Action: To adjourn

It was moved by Katie Durbin to adjourn the meeting at 9:29 a.m.

Recorder: Shelby Price