

**MINUTES
of the Meeting of the
Carson City
9-1-1 SURCHARGE ADVISORY COMMITTEE
July 20, 2021**

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on July 20, 2021, beginning at 8:33 a.m. in the meeting room of Fire Station 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 Tina Petersen (by phone), Denise Bauer, Denise Stewart, and Katie Durbin which constituted a quorum.

Also present were Ken Furlong (Carson City Sheriff), Adam Tully (Carson City District Attorney's Office), Kathie Heath (Volunteer), Nancy Merritt (Carson City Fire Department), Sarah Lynn Johnson (Carson City Communications Manager), Darren Schulz (Carson City Public Works), Casey Otto (Carson City Sheriff's Office), and James Jacklett (Carson City Public Works).

3. Public Comment:

There were no public comments.

4. For Possible Action: Approval of April 20, 2021 Meeting Minutes

It was moved by Katie Durbin, seconded by Denise Bauer, with all ayes in favor that the April 20, 2021 meeting minutes be approved as submitted.

5. For Discussion Only (No Action): Discussion and Report on expenditures in the 9-1-1 Surcharge Fund. (*Kathie Heath*)

Copies of the 9-1-1 Surcharge financial information were distributed for review. Kathie Heath reported that the revenue document showed for period ending June 30, 2021 "partial only" because she had not received year to date information yet.

Kathie said there was nothing unusual to report on the expenditure side. No purchases were made that hadn't already been approved.

6. For Possible Action: Discussion and possible action regarding the completion of the Carson City 9-1-1 Dispatch Center Assessment Report (“Report”) and a recommendation to expend a not to exceed amount of \$60,000.00 from the 9-1-1 Surcharge Fund to proceed with the design and engineering required to address the deficiencies identified in Section 1.4 of the report. *(James Jacklett)*

James Jacklett reported that the 9-1-1 Surcharge Fund budgeted \$100,000.00 for the Report. PK Electrical completed the Report for \$60,382.00. The report identified a number of deficiencies and includes a prioritized list of recommended repairs or upgrades. Addressing these deficiencies will require design services, then construction. Because the Report was completed for significantly less than the \$100,000.00 budgeted, Public Works is seeking a recommendation from the Committee to permit expenditure of \$60,000.00 from the 9-1-1 Surcharge Fund to secure design/engineering services for the deficiencies listed in Section 1.4 of the Report. That \$60,000.00 would be comprised of \$39,618.00 in unused funds that were budgeted to the Report, plus an additional \$20,382.00 from the 9-1-1 Surcharge Fund. Once the design and engineering for the deficiencies in Section 1.4 are completed, an estimate of probable costs for the needed construction/repairs will be presented to the 9-1-1 Surcharge Advisory Committee with a request for the additional funding to proceed with construction and remedy the deficiencies identified in Section 1.4.

James said the report was completed because deficiencies were already known, and personnel wanted to make sure they knew the whole scope first. He said there were a large number of items, some with greater risk than others recommended. The recommendations in the report were broken down into 12 priorities by PK Electrical. Priority number one includes adding a redundant generator and transfer switch. James reported that Public Works and Facilities Maintenance through the Carson City CIP (Capital Improvement Process) have already received funding and are in design and anticipate moving to construction on this next year.

James said this agenda item is addressing priority number two which is the uninterruptable power supplies in the building, as identified these really need to be replaced and there is a significant risk to operations and having these units the way they are.

The rough order of magnitude design and construction cost for that is estimated at \$200,000.00. James said this request is for \$60,000.00 for design and can anticipate off of their numbers \$200,000.00. He added that out of the \$60,000.00 being requested for design, it is believed it will be less. If there is a savings it will be brought back before the 9-1-1 Surcharge Committee.

James said the request is for \$20,382.00 in new money plus the already approved \$39,618.00 that was not spent. Kathie said they money is still there. She added that whether or not there is new money is a difficult question. She would like to reconcile the numbers before allocating out any new money.

James said the risk is that the uninterruptable power supplies that power the critical equipment at Dispatch are in a sad state and the risk is if one fails part of the facility would be lost and this is not a quick fix. He said personnel would like to move on this and minimize that risk. Kathie said she can find the \$20,382.00.

Denise Bauer added that she didn't see how this could not be done given the information provided.

Darren Schulz reiterated what James had explained in that they would move forward and advertise to get a consultant on board to work on the design which takes 4-6 weeks, then negotiate with the consultant on the contract and how much it would cost to do the design which also takes a couple weeks and then the contract is taken to the Board of Supervisors for approval of expenditures. At that point in time Public Works would want to make sure they can state that this is the fund paying for this. Once that happens the process of design starts with the consultant which also takes several months. The consultant would then come back with a set of plans to do the work and included would be an estimate to hire the contractor. What James is proposing is Public Works will come back at that time when they have these numbers, and the Committee can make these decisions.

James summarized priorities 3-11 and said all of these are very important and could be thought of more as insurance. They reduce the risk, but the item being requested now is the critical one.

Ken Furlong asked who would follow up on this. James responded that Facilities Maintenance and Public Works will.

It was moved by Denise Bauer, seconded by Tina Petersen, with all ayes in favor to allocate and approve the expenditures for agenda item number six in the amount of \$39,618.00 and the additional \$20,382.00 for a total of \$60,000.00 from the 9-1-1 Surcharge Fund and to move forward with this.

7. **For Discussion Only (No Action):** Update on SB348 which would require the appointment of a Statewide 911 Coordinator under the Nevada Department of Public Safety. (*Denise Stewart*)

Denise Stewart reported that Senate Bill 348 died in Committee on April 10th.

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

None.

9. **For Discussion Only (No Action):** Next Meeting Date: October 19, 2021

10. **Public Comment**

There were no public comments.

11. For Possible Action: To adjourn

It was moved by Katie Durbin to adjourn the meeting at 8:58 a.m.

Recorder: Shelby Price