

**Minutes
of the Meeting of the
Carson City
9-1-1 SURCHARGE ADVISORY COMMITTEE
January 24, 2023**

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on January 24, 2023, beginning at 8:30 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 Denise Stewart, Denise Bauer, Katie Durbin, Jim Powell, Bryson Gordon, and Jed McComber (by phone) which constituted a quorum.

Voting member absent was Steven Figone.

Also present were Adam Tully (Carson City District Attorney's Office), Ken Furlong (Carson City Sheriff), Kathie Heath (Volunteer), Nancy Merritt (Carson City Fire Department), Casey Otto (Carson City Sheriff's Office), Jenn Stoffer (Communications Manager), Aaron Lowe (Carson City Fire Department), Frank Abella (Carson City Information Technology), Dan Gonzales (Carson City Sheriff's Office), Jerome Tushbant (Carson City Sheriff's Office) and Darren Schultz (Carson City Public Works)

3. Public Comment**

There were no public comments.

4. For Possible Action: Approval of October 18, 2022 Meeting Minutes.

It was moved by Denise Bauer, seconded by Katie Durbin, with all ayes in favor that the October 18, 2022 meeting minutes be approved as submitted.

5. For Possible Action: Discussion and possible action regarding the election of a Chair and Vice Chair.

It was moved by Katie Durbin and seconded by Denise Bauer to appoint Denise Stewart as Chair and Daniel McKeehan as Vice Chair of the 9-1-1 Surcharge Committee.

At 8:33 a.m. Adam Tully called a five-minute recess to review the 2023 911 Surcharge Committee Member Roster. After Adam reviewed the roster, it was determined that Daniel McKeehan had not reapplied to be a voting member of the Committee after his term ended in 2022. Daniel excused himself from the meeting. At 8:35 a.m. the meeting was called back to order by Denise Stewart and a new motion was made to elect Denise Stewart as Chair and Denise Bauer as Vice Chair.

It was moved by Katie Durbin and seconded by Jim Powell to appoint Denise Stewart as Chair and Denise Bauer as Vice Chair of the 9-1-1 Surcharge Committee. With all ayes in favor, this action was approved.

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

Kathie reported that we are still collecting the same amount of revenue. It appears to be low, but that's because it's a month behind and that is normal. Kathie said that she had prepared a report on the expenditures for the quarter but failed to attach it with her other reports for the meeting. She will send it to Nancy Merritt to disburse later. The Surcharge financial report is a short one this month and everything in the account are items that have previously been approved. Kathie reported on the augmentation carry over document that was provided for the meeting. It was reported that FY22 finally closed and the ending fund balance that was left, has been carried forward to the new fiscal year. Funds were added based on what had already been approved which was a little over a million dollars to the current year's budget which makes the revised FY23 a little over two million dollars. The revised amount of the undesignated amount (UFB) is \$560,000 and must be used for onetime expenditures. All expenditures have been covered. ImageTrend, Bryx and the UPS are listed as being funded. There is a little more revenue than expected and a little less in expenditures than anticipated. Denise Stewart asked what UFB means. Kathie answered that it is an Undesignated Fund Balance.

7. For Possible Action: Discussion and possible action regarding a potential expenditure from the 9-1-1 Surcharge Fund for an amount not to exceed \$171,220 for consultation services from Mission Critical Partners, LLC ("MCP") to provide procurement support for replacing the Tiburon Records Management System and Computer Aided Dispatch ("RMS/CAD"). (*Carol Akers, Jerome Tushbant*)

Jerome Tushbant reported that in 2002 the Carson City Sheriff's Office acquired and began using the Tiburon Computer Aided Dispatch Records Management System which has come to end of life. Dispatch is working at the most basic level with the current system. There are a lot of things that the dispatch system should be able to do but is unable to as the current system doesn't have the technology. Mission Critical Partners (MCP) has been selected as a consultant for the upcoming replacement to a newer,

updated system. CCIT (Carson City Information Technology) is on board for using MCP. Jenn Stoffer has worked with them for years and supports the choice to work with them as well. There are nine milestones that IT is currently in negotiations on. The price could be much lower than \$171,220, but that depends upon the information to come and the decision that will be made. If MCP recommends that Hexagon is used which is a company that surrounding counties are using, we will not need to do an RFP (Request for Proposal) as we will be able to use a “Joinder” contract. If another company is recommended, then an RFP will be required.

Frank Abella explained that the current system is old and needs to be replaced with urgency. Using MCP will speed the process up as best as possible as it is a high risk to put off addressing this issue.

Jim Powell asked if MCP was the only option and wanted to know why MCP has been chosen. Frank explained that MCP is currently our support vendor and a key component in relationship with other vendors that make these systems which is what the city needs. Other companies were considered; however, it was decided that they would be unable to handle the required needs.

Jerome said that if MCP is approved, this will be a six-to-seven-month process. If an RFP is required that will push the time out an additional six months. It is preferred to be in contract with a new company in the summer of 2024. It could be another six-to-twelve-month process of actual implementation before things are 100% up and running. Jerome confirmed that dispatch is currently working; however, it is urgent that the new system be in place before the current system potentially goes down. Katie Durbin questioned if it will be at least a year and a half or longer before any implementation will take place, if approved. Frank confirmed with yes and that IT is currently looking for other avenues to keep things going until this happens. He also stated that MCP will stay with this system until implantation is complete which includes 20 years of records migration.

Kathie reported that the \$171,220 has been accounted for and will not affect the \$560,000 that she previously spoke about.

Jim asked if there was a contingency plan currently for dispatch. Ken Furlong responded that the vendor is still supporting the system, but they are declaring that it is at end of life. Ken went on to say that this has been anticipated and that this was not a surprise. Jim asked what the expected life is of the new system. Frank answered that it would be five years minimum with the possible option to extend that. Frank pointed out that we are moving towards a sustainable system. Jim asked in five years would the need arise to begin this process again. Frank said no, there would be updates at that time.

Denise Stewart asked if this will be brought before the Board of Supervisors this March. Jerome said yes, the target is March. However, it would depend on how the negotiations go. Most likely it will be April, possibly May. Frank said that he projects negotiations will continue for another month and a half.

Frank explained that payment will be made by set milestones and not in a lump sum.

It was moved by Katie Durbin, seconded by Denise Bauer, with all ayes in favor of approving item as presented.

8. For Discussion Only (No Action): Reports of Committee members and staff.

Internal communications and administrative matters

None at this time.

Status reports and comments from Committee members

None at this time.

Carson City staff comments and status reports

Aaron Lowe reported for the Fire Department that Bryx is up and running and working but not all features are available due to lack of CAD being able to provide all data. Aaron thanked the Sheriff's Office for their assistance with getting an updated CAD system. The Fire Department is looking to upgrade their mobile data computers in collaboration with IT and cradle points for connectivity for operating incident response. With this updated CAD system, the Department will be able to have real time information that will further benefit the Company and Chief Officers when responding to incidents. He reported that the Fire Department has three new firefighters on duty today that will be online and that this is the first time the Department has been fully staffed in a long time.

9. Public Comment**

There were no public comments.

10. For Possible Action: To adjourn

Katie Durbin motioned to adjourn at 9:13 a.m.

Recorder: Nancy Merritt