

MINUTES
of the Meeting of the
Carson City
9-1-1 SURCHARGE ADVISORY COMMITTEE
October 15, 2019

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on October 15, 2019, beginning at 8:32 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, Daniel McKeehan, and Katie Durbin which constituted a quorum. Voting member absent was Denise Bauer.

Also present were Karin Mracek (Carson City Communications Manager), Kathie Heath (Carson City Sheriff's Office – *retired*), Sean Slamon (Carson City Fire Chief), and Todd Reese (Carson City District Attorney's Office).

3. Public Comment:

There were no public comments.

4. For Possible Action: Approval of July 16, 2019 Meeting Minutes

It was moved by Tina Petersen, seconded by Katie Durbin, with all ayes in favor that the July 16, 2019 meeting minutes be approved as submitted.

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

Kathie Heath reported that Carson City Finance has a new financial system and at this time she is only able to provide information on revenue collected. Copies of the 9-1-1 Surcharge Fees Collected document were distributed for review. Kathie Heath reported that revenue for fiscal year 2019 is up by about \$141,000 more than what was projected. This will add to the carryover for the current year. Fiscal year 2020 revenue is coming in at the same amount which is close to \$70,000 per month. She said it was to her understanding that all companies are paying. Kathie concluded by saying Sheriff Furlong has thoughts about fiscal year 2021 that he will have to bring to the next meeting.

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

Karin Mracek gave an update on the desk replacement at Carson City Dispatch. She said all of the desks have been installed and everyone seems to be pleased with them. One of the units keeps going down and Carson City Information Technology is working on this.

Karin reported that Dispatch has an open house scheduled at the end of October and all Committee members are welcome to attend.

Sean Slamon asked Karin the status of the City's backup system that Carson City Information Technology was working on which has to do with the radios. Karin did not have this information to provide an update and said that James Jacklett (Carson City Public Works – Control Systems) would need to provide that information. Sean said he will talk to James.

7. For Possible Action: Discussion and possible action regarding calendar year 2020 meeting dates of the 911 Surcharge Advisory Committee. Per the 911 Surcharge Advisory Committee bylaws, the Committee is scheduled to meet on the third Tuesday of the first month in each quarter. The January meeting, however, has been rescheduled to January 28 to avoid the Tuesday following the Martin Luther King Day holiday. These meeting dates for 2020 are January 28, April 21, July 21, and October 20. The Committee may reschedule these meetings in advance at any regular meeting.

The meeting dates are set as stated in the agenda item.

8. Public Comment:

Sean Slamon asked Kathie Heath what she was anticipating the fund balance being. Kathie said it will probably be around \$300,000. She said she has talked to Sheriff Furlong and it is her recommendation to begin setting money aside for projects and identifying those larger projects. Sean said from a City perspective James Jacklett is looking to transition the Sheriff's Office and Fire Department to digital radios which is very expensive. This is a long needed update on the City's complete communication side. Sean will talk to James about this as well. Kathie mentioned that funding for this should be placed into a designated account specific for this project.

Kathie noted that there is a generator issue and Karin said she needed Carson City Facilities Maintenance to talk about this; however, no one was in attendance. Karin said she thought money had been put aside towards the radio replacement. Kathie said this was talked about, but not physically moved. She would like to see this money moved.

Tina Petersen asked if there was a rule for how long money can carry over before it should be allocated. Kathie Heath said the rule is \$1,000,000 unallocated. By setting aside this money it is being allocated.

Katie Durbin asked what the process was to specifically allocate funds for any project that needed to be done. Kathie said this starts with a conversation with Carson City Finance to discuss creating a specific line item and then when budget augmentations are done the money is moved out of undesignated and into a designated account. Kathie said the process would start with this Committee's discussion and recommendations to move certain amounts of money for certain projects. Next, Kathie or someone from the Committee could talk to Finance to see how Sheri Russell (Carson City – Chief Financial Officer) would want to proceed. Katie said we should begin this process to get these funds specifically allocated.

Katie requested that this be an agenda item for next meeting to implement something and get this process started. Kathie said she anticipates having the carryover amounts by next meeting. Karin said she will bring additional project requests to the next meeting.

9. For Possible Action: To adjourn

It was moved by Katie Durbin to adjourn the meeting at 8:46 a.m.

Recorder: Shelby Price