

**MINUTES**  
**of the Meeting of the**  
**CARSON CITY**  
**9-1-1 SURCHARGE ADVISORY COMMITTEE**  
**December 6, 2016**

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on December 6, 2016, 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 Anne Keast called the meeting to order.

**2. Roll Call and Determination of a Quorum**

Voting members present were: Anne Keast, Tina Petersen, Denise Bauer, and Wendy Talavera (by phone), which constituted a quorum.

Also present were Robert Schreihans (Carson City Fire Chief), Karin Mracek (Carson City Communications Manager) and Iris Yowell (Carson City District Attorney's office).

Bob Schreihans informed the committee that Robert Stanford would not be attending the meeting and would be resigning from the committee. Robert's appointment term was set to expire December 2016. Bob Schreihans noted that he would talk to some of Carson City Fire Department's retirees to fill the vacant member spot.

**3. Agenda Management Notice — Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.**

**4. Public Comments and Discussion**

There were no public comments or discussion.

**5. For Possible Action: Approval of September 13, 2016 Meeting Minutes**

It was moved by Tina Petersen, seconded by Denise Bauer, with motion carried unanimously, the September 13, 2016 meeting minutes be approved as submitted.

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

Spreadsheets with the 9-1-1 surcharge budget information were distributed for review. Bob Schreihans noted the budget total funds of \$346,000. Bob also explained that Carson City Finance had not yet rolled last Fiscal year's funds into the current Fiscal year budget. He said an average of \$18,000 per month is collected in fees. The financial spreadsheet showed the service agreements and maintenance contracts that have been paid.

Bob explained that the rigs have iPads in them and the Sansio System is being used at this time. He stated that more input for this system was needed than expected. Bob said that Carson City IT Department could not assist in this interface process requiring a programmer to be hired. The programmer wrote this program so Carson City Fire Department could use the interface with Carson City IT. The program is in demo mode right now. Bob gave further explanation on this process. Anne asked Bob if a dual system was being used to test, to which he replied yes, testing will be done for at least two months.

Bob noted the undesignated projects budgeted amount of \$185,000, explaining that some of these funds will be used to pay for the interface and annual fees.

Anne asked what kind of training program was in place. Bob responded that Carson City Fire Department has a retired Battalion Chief, Eric Bero, who is working on this system and there will be a super-user on each shift. Also, there will be three administrators: Bob Schreihans, Eric Bero and the EMS Battalion Chief. The crew will come in on shift for training on this program. Bob mentioned that Carson City Fire Department is hoping to have a Sansio representative fly out and assist with training if not too costly.

Anne inquired about a backup if the system ever went down; Bob responded that the crew would switch back to paper reports. He also stated that if the system went down the interface would be lost, but work could still be done with the data stored on the iPad. Once the system was back up, reconfiguration would be done and the data would save to the Cloud. Bob explained that each report is located on the iPad as well as in the Cloud. Carson City Fire Department's billing agent takes the information from the Cloud to process billing. A security concern was brought up, and Bob stated that the Cloud is a Sansio protected Cloud which has multiple security levels.

Anne asked if there was going to be a test on this system. Bob responded that testing is being done right now. He said the interface should be done this week and starting Monday December 12 these will be used in the rigs. One crew member will complete

paperwork and one will work on the Cloud base to make sure everything is working properly.

Anne asked how this would interface with Dispatch. Bob responded that nothing will change for Dispatch. Dispatch will still type the call which will be sent to the iPad; in addition it will create an XML file for use in FireHouse. Dispatch will continue to use their normal procedure. Carson City Fire Department will just be pulling the data that Dispatch is putting out.

Anne asked how this may affect the number of staff in Dispatch. Bob responded that it had nothing to do with Dispatch. It was brought up that Dispatch needs more Dispatchers, to which Anne asked what was being done to acquire more. Bob responded that the Sheriff's Office runs Dispatch.

**7. Status on the Tiburon Computer-Aided Dispatch 9-1-1 System project (Discussion Only – No Action)**

Bob Schreihans asked Karin Mracek if everything was paid and signed off for the last contract agreement with Tiburon. Karin explained that this is done. She stated she gave all the bills to the business office a month ago. Karin did not know if these bills were paid, but has not been contacted by Tiburon again. Bob asked which company bought out Tiburon. Karin replied TriTech bought out Tiburon.

Anne asked what impact all of this would have on the committee, and if this would cause the committee to disband. Bob responded that the 9-1-1 Committee needs to be in place because of State Regulations. Bob further explained the 9-1-1 Committee has to meet because funds are received from the State. Anne stated there will be a continuation, and all were in agreement that as long as funds are collected this body will be in place.

Bob explained that TriTech is going to phase out Tiburon, so in about five years this will be done again. Karin stated that when on the phone with Tiburon a number of employees at Dispatch were told ten years, which probably means about five years. Karin said that TriTech has a lot of customers they will probably have to phase into their product. Bob noted one issue that was found when TriTech bought out Tiburon was that TriTech fired half of their service technicians and engineers. Bob gave further explanation regarding a hydrant mapping issue with GIS through Tiburon. Tiburon won't cooperate with Carson City Fire Department's system. Multiple requests for assistance have been sent in. Karin noted that Carson City Fire Department chose to go with a different map. She said had Carson City Fire Department stayed with Tiburon's map, the hydrants would be on the map.

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

Karin Mracek informed everyone know that originally when the committee started about 10 years ago, the 9-1-1 phone system was paid for out of 9-1-1 Surcharge. Karin said there is no more money in the surcharge fund. She explained that the phones need to be upgraded which will be quite expensive. Karin noted that 9-1-1 Surcharge fees need to continue, but additional funding will be needed to upgrade. Karin added these funds will come through an alternate route.

**9. For Possible Action: To approve the schedule of next year's meeting dates**

Anne Keast stated the meeting dates scheduled for next year would be March 7, June 6, September 12 and December 5.

**10. Public Comment**

There was no public comment.

**11. For Possible Action: To Adjourn**

It was moved by Tina Petersen to adjourn the meeting at 8:50 a.m.

Recorder: Shelby Price