

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

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on January 15, 2019, 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

The chairperson and vice chairperson had both resigned from the Committee. Chair pro tempore, Denise Bauer, called the meeting to order.

2. Roll Call and Determination of a Quorum

Voting members present were Denise Bauer, Denise Stewart, Katie Durbin, and Daniel McKeehan which constituted a quorum. Voting member absent was Tina Petersen.

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

3. Public Comment:

Todd Reese introduced himself to the Committee; he is the new Deputy District Attorney for Carson City and has been assigned to the 9-1-1 Surcharge Advisory Committee. Introductions were made of all in attendance.

4. For Possible Action: Approval of October 16, 2018 Meeting Minutes

It was moved by Denise Stewart, seconded by Denise Bauer, with all eyes in favor that the October 16, 2018 meeting minutes be approved as submitted.

5. For Possible Action: Election of a Chairperson and a Vice Chairperson

It was moved by Katie Durbin, seconded by Denise Bauer, with all eyes in favor to appoint Denise Stewart as the chairperson for the 9-1-1 Surcharge Advisory Committee.

It was moved by Denise Bauer, seconded by Katie Durbin, with all eyes in favor to appoint Daniel McKeehan as the vice chairperson for the 9-1-1 Surcharge Advisory Committee.

Sean Slamon said following this meeting copies of the 9-1-1 Surcharge Committee Bylaws would be sent to all Committee members.

The newly appointed chairperson, Denise Stewart, conducted the remainder of the meeting.

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

Copies of the 9-1-1 surcharge financial information were distributed for review. Kathie Heath explained in detail the 9-1-1 surcharge budget. She said the 9-1-1 Surcharge Fees Collected document shows the total amounts collected from vendors each month.

Kathie said \$500,000 was the anticipated amount to be collected in fees for the fiscal year. She said the funds collected are exceeding expectations as the fund has already collected \$345,000; at the rate it is going, the revenue from franchise fees will be around \$800,000 for the fiscal year. Due to lag time of fees collected, this document currently shows funds collected through November. Kathie noted part of the reason for the lag time is the way the City operates and part of it is because vendors have a long time to report the money. Some vendors pay quarterly, some pay monthly, and some every six months.

Kathie said on January 16th, the augmentations for this fund go before the Carson City Board of Supervisors. She said the beginning fund balance this year was expected be about \$64,000 with the reserves from last year; instead the reserve fund balance will be about \$200,000 over that. Kathie said this does not show on the financials document because it has to go before the Board of Supervisors first. Dan McKeehan asked if that amount would go into the unreserved fund. Kathie responded that the amount will go into the unreserved fund for now until the budget process is started. Kathie concluded this discussion by saying once all of the augmentations go into effect, she will revise the budget works and the Committee will then know how much the fund will have for this year and how much it will have for next year; she is already starting next year's budget.

Kathie said there have been no unusual expenditures in the fund other than items the Committee already approved. Kathie asked Karin Mracek the status of Text to 911. Karin said Carson City can be added to the list for this to go into effect in the next couple of months if she gives the company a Purchase Order. Karin will get this process started and request the Purchase Order from Casey Otto (Carson City Sheriff's Office Business Manager). Kathie said a few meetings back this Committee approved a list of needs to make purchases as funding allowed; this expenditure would be included in that. Daniel asked what the amount of the needs list was that this Committee approved. Kathie said the amount of all items approved was about \$500,000; items that are not in the budget

already that are approved as the money becomes available – Smart 911, Text to 911, and workstation replacement were all items on this list. Karin said they are waiting on Carson City Information Technology to install a few necessary items. Daniel asked what the reason was for the blanket approval of items to be purchased as funding became available. Kathie responded that this was approved because this Committee only meets quarterly and because of the timing to do the projects once the Surcharge Committee meets and any required items go before the Board of Supervisors.

Kathie listed the items currently being paid for out of the fund which included the 911 to AT&T – about \$200,000 per year, ongoing maintenance of the body cameras – around \$80,000 per year, monthly fees for the internet connection for Charter – about \$20,000 per year which includes a huge pipeline for the upload of video for the body cameras and is sufficient for a number of people to upload large amounts of data. Carson City Information Technology has more specific details on that item. Continuing the fund pays for ProQA, maintenance on the recorder for Dispatch, Smart 911, small furnishings – \$5,000, operating supplies, and the bond payment – \$100,000 per year. Daniel asked what the bond was originally for. Karin and Kathie both said it was for the Tiburon upgrade. Daniel asked what Tiburon does; Karin responded that this is the whole computer system that Dispatch uses; Sean Slamon said this is the CAD system. Kathie said the fund can expect new charges, maybe \$10,000-\$15,000 next year for an internal service charge, as this fund has never been charged for that.

Kathie asked Ken Furlong if he wanted to set aside money for radio infrastructure. He said yes, ideally this would help the City with radio infrastructure. Daniel asked if this Committee has a quote for radio infrastructure. Ken responded that it will cost millions of dollars. Kathie said this fund will not pay this entirely. This will most likely require a bond on the City's part and this fund will pay its contribution. Daniel asked if the current radio system was digital based; Ken said the current radio system was built in the 1950s.

Kathie said the other item this fund needs to stock money away for is equipment reserves. The cap for unallocated money is \$1,000,000. Kathie said as money comes in it is allocated to these items. Daniel said the body cameras should have come with something saying they will automatically be refreshed after two and a half years. Kathie said they did and on the initial contract the bulk was paid last year.

Ken told the new Committee members if they had further questions on how this Committee got to where it is they can come to the Sheriff's Office and look at these items; Kathie agreed as long as there is not a quorum. Ken added that the new member's orientation packet will include what can and cannot be spent; Kathie said the Master Plan will show this.

7. Preliminary discussion on Fiscal Year 2020 Budget (Discussion Only – No Action)
(Kathie Heath)

Kathie Heath said there are one time charges in Fiscal Year 2019, such as installation of Smart 911 and Text to 911 that will go away for Fiscal Year 2020. She said some of the items on the wish list, such as equipment reserves and radio infrastructure can be included on the budget. Daniel McKeehan asked Kathie to explain how the bonds work; Kathie said this Committee would not request a bond, Carson City Finance Department would. Daniel said he did not think the radio equipment could be included in pieces; it would need to be a single expenditure. Sean Slamon said James Jacklett (Carson City Public Works - Control Systems) who oversees this would be able to answer that. The Committee agreed it would be beneficial to invite James to the next meeting. Kathie said this Committee is attempting to start putting a certain amount of money away every year designated for this contribution.

Ken Furlong said the radio system has been described as the most antiquated in Carson City. Sean Slamon said this Committee can invite James to the next 9-1-1 Surcharge meeting for a discussion point on the radio system; then it can be included on the agenda as an action item after that. Carson City is responsible for the radio upgrades; it benefits all City Department radio users.

Kathie will work on this budget and bring it back for the Committee to review.

Sean said one concern he has is Carson City does not have an alternate dispatch facility. If something were to happen to the current facility, the City has a mobile unit for a command post short term, but otherwise would potentially have to contract with Douglas County Dispatch. Sean said one thing that could be looked at is a joint building Emergency Operations Center (EOC)/alternate dispatch facility that is functional. Kathie asked if what Sean was describing is something that this fund should put money away for equipment reserves; Sean responded potentially yes. He added that he is presenting at the Board of Supervisors retreat the week of January 21st about the need for a fire station to address for staffing and tied to that is building it with a facility that can include the EOC and alternate dispatch center. Kathie said she does not think anything is premature at this point; this Committee can still allocate some of this money.

8. For Possible Action: To recommend that the Board of Supervisors amend the existing contractual authorization for Body Cameras

Summary: This is an action item to review the 911 Surcharge line item and contractual authorizations for Body Worn cameras. The Surcharge Committee must make

recommendations to amend contractual authorizations in order to provide for equipping Body Worn Cameras to new FTEs authorized by the Board of Supervisors between July and November 2018.

Ken Furlong reported that this is just an adjustment to the original contract to put body cameras on new FTEs that the Sheriff's Office did not have when the original contract went through. He said the challenge is, the Board of Supervisors voted a "not to exceed," so every time something is added to that contract it has to go back before the Board. He said the Sheriff's Office has three new positions and they are accounting for a fourth position – Safe Streets Task Force. There are two administrative licenses and reserve forces who are routinely in the field and wear body cameras. Ken said there are two license only, four cameras with license dedication, and four cameras that have a pool license. Daniel McKeehan asked Ken if he anticipated needing anymore additional licenses this year and Ken said he did not anticipate that. Kathie Heath said this will be helpful because she will need this information to create next year's budget. Ken said this is expected to go to the Board of Supervisors on February 7th.

It was moved by Dan McKeehan, seconded by Katie Durbin, with all eyes in favor to recommend that the Board of Supervisors amend the existing contractual authorization for Body Cameras.

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

There was no discussion on this agenda item.

10. Next Meeting Date: April 16, 2019

11. Public Comment:

Ken Furlong said when the two newest members were appointed to the 9-1-1 Surcharge Committee there was a glitch. He said the glitch was that Kathie Heath could not be on the Committee because she was a City employee. Ken added that at the time there were multiple City employees on the Committee. He explained to Todd Reese that the method needs to be amended by either calling this Committee a critical function that requires expertise and if the Board says no to that then there is a challenge with one voting Committee member. Ken said this needs to be resolved as it is a critical feature that the Board needs to address. Todd said he will speak with Dan Yu (Carson City Assistant District Attorney) and find out the correct procedure for this.

Sean Slamon said the Master Plan, Bylaws, and the link on the City's website that defines this Committee and its responsibilities will be sent to Committee members. Daniel McKeehan said he was unable to locate the information that gave the Committee approval to use the 9-1-1 funds for the body cameras. Kathie Heath said this is in Senate Bill 76 and NRS 244A.

12. For Possible Action: To adjourn

The meeting was adjourned by Denise Stewart at 9:11 a.m.

Recorder: Shelby Price