

**MINUTES  
of the Meeting of the  
CARSON CITY  
9-1-1 SURCHARGE ADVISORY COMMITTEE**

**September 2, 2014**

**1. Call to Order**

Chair Anne Keast called the meeting to order at 8:30 a.m.

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

Members present were Denise Bauer, Anne Keast, Tina Petersen (by telephone), and Wendy Talavera, which constituted a quorum. Members absent were Bernard Sease and Denise Stewart.

Also present were Stacey Giomi (Carson City Fire Chief), Karin Mracek (Carson City Communications Manager), and Jennifer Mayhew (Carson City District Attorney's Office).

**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 June 3, 2014, Meeting Minutes**

It was moved by Denise Bauer, seconded by Wendy Talavera, with motion carried unanimously, that the June 3 meeting minutes be approved as submitted.

**6. Report on Funds Collected and Expended/Obligated from the 9-1-1 Surcharge Fund**

Spreadsheets were distributed on the 911 surcharge fees collected and the expenditures charged against this fund to date. Stacey Giomi said that the revenue realized from the collection of 911 surcharge fees in 2013-14 was \$223,684—which was right on target with the projected revenue of \$220,000 set forth in the Master Plan—and that the total revenue collected since first implementing the surcharge in April 2009 was \$1.164 million.

In regard to the expenditures and encumbrances, Stacey explained that a running total of all expenses was listed as well as two encumbrances—with one of those encumbrances since having been paid and the other encumbrance being the \$899,975 for the CAD upgrade by

Tiburon. Stacey further mentioned that an additional amount of money would need to be paid out of this fund for computer hardware, which would bring this total to just under \$1.2 million.

In regard to revenue, Stacey said that two new items were added to this spreadsheet in addition to the surcharge fees collected of \$1.164 million—one reflecting the interest earned on this fund since its inception of almost \$23,000 and the other being the bond proceeds for the 911 surcharge fund of \$918,000.

Therefore, with a total revenue amount of \$2.105 million and expenditures and encumbrances of slightly over \$1.611 million, the current balance of available funds was somewhat over \$493,000. But because roughly \$300,000 of that \$493,000 will be going toward the CAD upgraded hardware referred to earlier, the balance of this fund will be down to about \$193,000 when this project is completed within the next couple of years.

**7. Update regarding new 9-1-1 recorder installation**

Karin Mracek reported that the recorder has been completely installed and was being used almost every night. She stated, however, that a couple of supervisors have not yet completed their training on it as there was a definite learning curve as to all its capabilities.

**8. Update regarding purchase of CAD hardware and software for the Computer-Aided Dispatch 9-1-1 System**

Stacey Gioni said that the timeline for this project will be placed on the Committee's next meeting in December. He stated that this will be a lengthy project—as tables have to be implemented, data converted, and personnel trained on the new system. Karin Mracek stated that they will conduct train-the-trainer type of training—and although she originally thought they would be doing one section at a time—they will be doing it all at once. However, as everyone has worked on Tiburon before, the system shouldn't be that different for the end-user.

In response to a query by Anne Keast as to data storage, it was said that everything will be stored on the server as they didn't take the hosted option—but that the data would be backed up as there was both a primary and a backup server in Dispatch, as well as a backup city server.

Stacey said that the contract has been signed by the Board and that Tiburon will be paid incrementally based on the timeline to be set at their kickoff meeting to be held within the next week or two. So, as they go forward, payments will be made based on a percentage of the completion of a task. The timeline is task-driven, with the first task having been the signing of the contract and the second one being the kickoff meeting. These payments will be reflected in the quarterly reports prepared for the Committee's meetings.

**9. Report on the collection and expenditure of fees in connection with 911/E911 services for Calendar Year 2013 sent to the Federal Communications Commission**

Stacey Giomi stated that the state is requested to submit this information regarding the collection and use of 911 fees to the Federal Communications Commission each year and that the state, in turn, requests it from those jurisdictions that collect these fees. Stacey said that although not legally required to do so, he has submitted this information each year—which describes the City’s legal authority to enact the fees and how the funds were expended for the past calendar year.

**10. Reports of Committee Members**

There were no committee reports.

**11. Next Meeting Date: December 2, 2014**

The next meeting is scheduled to be held December 2 beginning at 8:30 a.m.in the meeting room of Fire Station #51.

**12. Public Comment**

There was no public comment.

**13. For Possible Action: To adjourn**

It was moved by Wendy Talavera, seconded by Denise Bauer, with motion carried unanimously, that the meeting be adjourned at 8:45 a.m.

Recorder: Judy Dietrich