

**Minutes
of the Meeting of the
Carson City
9-1-1 SURCHARGE ADVISORY COMMITTEE
April 19, 2022**

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on April 19, 2022, 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 Bauer, Denise Stewart, Katie Durbin, Daniel McKeehan and Bryson Gordon which constituted a quorum.

Also present were Sean Slamon (Carson City Fire Chief), Ken Furlong (Carson City Sheriff), Adam Tully (Carson City District Attorney's Office), Kathie Heath (Volunteer), Nancy Merritt (Carson City Fire Department), Casey Otto (Carson City Sheriff's Office), Jenn Stoffer (Interim Communications Manager), Jim Primka (Carson City Sheriff's Office), Aaron Lowe (Carson City Fire Department), Sandy Wartgow (Carson City Fire Department) Frank Abella (Carson City Information Technology).

3. Public Comment**

Sean Slamon thanked our Telecommunicators, and Dispatchers as last week was National Telecommunicator's Week. Sean was unable to go out and show his appreciation last week but would try to do so in this following week. Sean acknowledged that the dispatchers have an important role with support and don't often get to see the outcome of a very difficult and challenging job that is easily forgotten. Sean asked for his appreciation be passed on to the "Troops".

4. For Possible Action: Approval of January 25, 2022 Meeting Minutes.

It was moved by Denise Bauer, seconded by Dan McKeehan, with all eyes in favor that the January 25, 2022 meeting minutes be approved as submitted.

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

Kathie reported that the current year revenue is still averaging about \$72,000 a month. On the expenditure side, Kathie reported that there is nothing unusual. There are a couple of expenditures still out there that Kathie and Casey Otto are working on, and it is expected by the next meeting they will be done. For the current fiscal year, everything that has been approved to be started has been started. Kathie has gone through every expenditure that is in fund and there is nothing unexpected. Kathie stated that the CAD maintenance has been paid. Kathie and Casey have talked about the funding for the current CAD bill, and all looks good. There are a few line items that were budgeted for that have not been spent. These were put in place as a “just in case” there were overages somewhere else. If the money is not spent this year, it will be there for the next. Kathie asked if there were any questions regarding the current year. Ken Furlong questioned Kathie and Casey regarding the Tri-tech maintenance bill. Kathie responded that the invoice had been gone over with Casey to determine what portion was paid for out of the 911 fund and not the jail to compare what was paid out in the past, primarily it was CAD.

Kathie next referred to the handout for the FY23 budget. Kathie pointed out that there are items listed on the FY22 budget that do not appear on the FY23, however, it is understood that should any items need to cross over, they will then be added at the appropriate time. Kathie pointed out that in FY23 revenue budget will remain the same \$840,000. She reduced the operating supplies down to \$5,000 as there hadn't been any expenditures and there was need to trim some. She went on to point out that until carry overs are done in January, it will be difficult to budget for a huge number of extra purchases for FY23 and that this is normal for this type of fund.

Ken Furlong interjected that he has asked the District Attorney's office to relook at the bodycam line item to see if all maintenance can fall under the SO (Sheriff's Office) because even though they are one system, over time they have been parted out and since the SO has the bulk of everything, he believes all maintenance should fall there. Adam responded that he would look into it and get back to Ken.

Kathie pointed out that the overall budget for FY23 will be \$845,000 with an ending fund balance of \$27,000. She said it will be tight, but this is normal until the carry over in January happens.

Dan McKeehan asked about the bond. Kathie said she believes it pays off in 2024. She said there is not a lot of time left on the bond. It's \$100,000 a year and now is the time to think about what will be done with it as it is a long process.

6. **For Possible Action:** Discussion and possible action regarding a proposed expenditure from the 9-1-1 Surcharge Fund for an amount not to exceed \$16,380 for the initial year and a recurring annual charge of \$15,000 thereafter for a contract with HigherGround, Inc. to

provide the Carson City Sheriff's Office with a software interface called Live911, and related support, to improve timely information exchange from the public safety dispatch center to first responders. (*Jenn Stoffer, Sheriff Ken Furlong*)

Jenn Stoffer presented that interfacing with Live911 will allow for the responding deputy to listen in to the 911 call while the dispatcher is taking the call which will create an immediate relay of information. This will also allow immediate GPS tracking to the coordinates of the 911 call and will alert the closest deputy for the call. This cost will provide 15 licenses which is the base start, and the cost will be \$15,000. This will allow 15 cars to be on at any given time. This can be broken down to a smaller number with which the first five would be \$6,000 and \$900 for each additional. Jenn pointed out that this cost does not include the required server that will be needed and that she will need to go through IT for this. It also does not cover the cost contracting AT&T to come out to make the server able to talk in an audio span capacity between the vesta 911 system and the Live 911 server. Dan noted that this is just a partial total for this proposal and Jenn agreed saying that there are still some unknowns on the server cost. Dan asked when Jenn thought she would have those. Jenn said as soon as she can meet with IT.

Dan said that he would like to motion to reject the proposal until there is a finalized version. A finalized version would include the cost of the server. Denise Bauer asked why if we have some unknowns, would there need to be a complete amount if this is a starting fee to getting the ball rolling for this proposal. Dan replied that he thought we should be able to have a completed proposal and know the end cost.

Kathie pointed out that there is \$10,000 that has been allocated for server maintenance that is not being used sitting in the budget every year so there is a possibility that there is already \$10,000 in ongoing money. Frank Abella from IT gave a run down about server maintenance with regards to the City. Dan asked if there is a contract for the server. Jenn said yes and directed where the information was in the handout provided. Dan asked if Jenn was given a ballpark on the AT&T fees or for the server. Jenn said that there were no anticipated fees for AT&T. Jenn said as far as the actual server to be purchased, she did not have a ballpark, she said she asked but one was not given. Dan clarified that the only cost needed was for the server and Jenn agreed. Dan asked Frank if he could look at the specks and give an idea. Frank said no, he couldn't guesstimate at this time. Ken Furlong added that the reality is the SO is not in a rush to get this done. Dan looked to the DA on how to proceed with the motion.

It was moved by Dan McKeehan to "table" this discussion until the next meeting, seconded by Katie Durbin, all ayes in favor. Motion passes to come back for more discussion later.

7. **For Possible Action:** Discussion and possible action regarding a proposed expenditure from the 9-1-1 Surcharge Fund for an amount not to exceed \$49,466.00 for the initial year and a recurring annual charge of \$37,721.00 thereafter for a contract with ImageTrend, Inc. (“ImageTrend”) to provide software and support for a new record management system for the Carson City Fire Department (“CCFD”). (*Aaron Lowe*)

Aaron Lowe proposed that 911 Surcharge pay for the initial startup costs for ImageTrend – Records Management System. Aaron stated that in 1997 Fire House was purchased as the Records Management System for the CCFD (Carson City Fire Department) which will be unsupported at the end of this year. CCFD is looking to upgrade to ImageTrend which has been chosen as the replacement for Fire House. ImageTrend is a service, so there is a contract in place that has been vetted by legal and has the support of Carson City IT for purchase. Dan McKeehan asked if there were any additional reoccurring costs. Aaron stated that the contract is good for three years which would only increase if a new station were built. Dan asked if it was yearly. Aaron answered yes, the \$37,721 is yearly and directed to the handout that was provided with a breakdown. Dan clarified that the current system is no longer supported. Sean Slamon responded that the current system is at end of life and is unsupported and recapped on the negatives of the current outdated system. Dan asked, who would the new system be hosted by. Frank Abella answered that would be IT. Dan asked the cost if a new station were added. Aaron answered \$6,000, but that would need to be verify.

It was moved by Dan McKeehan to approve, seconded by Denise Bauer, all ayes in favor of approving item as presented. Motion passed.

Kathie asked if this was for initial and reoccurring cost, which was confirmed. Kathie stated that all money is then spent for FY23 until January.

Dan asked if the SO could use this. It was answered that the SO already has a system in place that meets their needs. Dan then asked if CCFD could add on to what the SO already had. Sean replied no, that ImageTrend had record keeping, reporting and other components that would not be provided by what the SO has.

Kathie asked if this is planned to be completed by June 2022. Aaron said that was the goal. Dan then said it is all online so it will just need to be deployed. Aaron said that CCFD is prepared to pick up any cost incurred for this fiscal year to July 1, 2022.

Sean asked if the Fire Alerting Project will still be utilizing all of the \$115,000. Aaron answered yes.

8. **For Discussion Only (No Action):** Non-Action Items, which could include:
Future agenda items

Revisit Agenda item #6 from the April 19, 2022 meeting - Live911 proposal for discussion.

Status review of projects

The Station Alerting project is in the last phase of the contract. Bryx has the inputs from Carson City, once Bryx gets back with a clean copy and approval, then it will be ready to implement.

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

None at this time.

9. Public Comment**

There were no public comments

10. For Possible Action: To adjourn

Katie Durbin motioned to adjourn at 9:04 a.m.

Recorder: Nancy Merritt