

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

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on July 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), 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 (Communications Manager), Aaron Lowe (Carson City Fire Department), Frank Abella (Carson City Information Technology), and Dan Stucky (Carson City Public Works).

**3. Public Comment\*\***

There were no public comments

**4. For Possible Action:** Approval of April 19, 2022 Meeting Minutes.

It was moved by Denise Bauer, seconded by Katie Durbin, with all ayes in favor that the April 19, 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 Heath reported that this reporting period was through June 30<sup>th</sup> and is not final. At the next meeting there will hopefully be a final report. The total of \$800,600.00, appears to be a little low due to there only being eleven months. Interest is a little lower than last month which is not something the Committee can control. Kathie reported in terms of expenditures that there was nothing unusual. All projects that have been approved, appear to have been started with the exception of the UPS. She is working with the Sheriff to get the actual status of that project. Kathie stated we are doing a lot of

prepays right now which works well. Kathie said that the bills Casey Otto paid in June are actually for the current fiscal year. Next meeting Kathie will bring the final June 30<sup>th</sup> as well as the first of FY23. Kathie has checked the FY23 budget in the system and confirmed that the Finance department has entered everything as it was presented to them. Kathie asked if there were any questions and there were none. Denise Stewart commented that it looks like all is going well in the budget and Kathie agreed.

**6. For Discussion Only (No Action):** Discussion and presentation regarding the status of the Fire Station Alerting System upgrade. *(Aaron Lowe)*

Aaron Lowe reported that this proposal needs to go before the Board of Supervisors for approval of the recommendation of the 911 Surcharge which will happen on August 4, 2022. Once that occurs things will move very quickly. Aaron is excited that there will be conclusion for this project as this began back in 2015. Aaron thanked Public Works, Control Systems and Facilities as well as the 911 Surcharge Committee for their time and commitment. Kathie asked if there might be any problems when going to the Board. Aaron responded, no he didn't think there would be as this project has been vetted from all different angles.

**7. For Possible Action:** Discussion and possible action regarding a recommendation to the Board of Supervisors ("Board") on an updated five-year 9-1-1 Surcharge Master Plan ("Plan") for Carson City. *(Sheriff Ken Furlong)*

Sheriff Furlong was not present. Kathie Heath, Casey Otto and Jenn Stoffer reported on this item in his absence. Kathie and the Sheriff met with Mayor Bagwell briefly prior to this meeting to let her know that it is time to review the Master Plan. The Sheriff then took it before the Board as an information only to let them also know he was going to bring it to the 911 Surcharge Committee for review. Kathie prepared the 911 Surcharge Master Plan document and said there weren't really any changes as it mostly referenced outside documents. Kathie put a base budget together for the five-year period which reflects the Surcharge continuing to fund only the projects that have already been approved. The Surcharge can only fund the amount up to what the revenue is projected to be, in order to maintain the \$50,000 balance that was decided would be maintained in the account and does not include anything new. Kathie asked Jenn Stoffer if she had spoken to the Sheriff regarding the Master Plan and Jenn stated that she spoke to the Sheriff briefly and that the Sheriff's intention was to have the Committee except the new Master Plan so that he can take it before the Board for adoption.

Denise Stewart asked Adam Tully if the action to this item was to put it to a vote. Adam responded that the idea is for the Committee to make a recommendation to the Board of Supervisors whether or not to adopt the proposed Master Plan sometime before October 2022. Denise asked for any further discussion before asking for a motion. With no response, Denise asked if there was a motion to recommend the Master Plan as it is written to the Board of Supervisors.

It was moved by Katie Durbin, seconded by Denise Bauer, with all eyes in favor to recommend the Master Plan as it is written to the Board of Supervisors.

**8. For Discussion Only (No Action):** Reports of Committee members and staff.

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

Aaron updated that the Tiberon project is moving forward July 1, 2022. Kathie asked if that was the RMS upgrade. Aaron answered yes. Kathie said that she would include this in the carry forward with the regards to the budget. Aaron asked if she would be working with Dave Aurand from CCFD for money purposes and Kathie said that she hadn't been, but that she would be happy to.

**9. Public Comment\*\***

There were no public comments

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

Katie Durbin motioned to adjourn at 8:43 a.m.

Recorder: Nancy Merritt