

MINUTES
of the Meeting of the
Carson City
9-1-1 SURCHARGE ADVISORY COMMITTEE
December 5, 2017

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on December 5, 2017, 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, Stacey Giomi, Tina Petersen, and Denise Bauer (by phone), which constituted a quorum.

Also present were Karin Mracek (Carson City Communications Manager), Ken Furlong (Carson City Sheriff), Kathie Heath (Carson City Sheriff's Office – *retired*), Iris Yowell (Carson City District Attorney's Office), Sean Slamon (Carson City Fire Chief), and Dave Aurand (Carson City Fire Department Business Manager).

3. Public Comments and Discussion

There were no public comments or discussion.

4. For Possible Action: Approval of September 12, 2017 Meeting Minutes

It was moved by Tina Petersen, seconded by Anne Keast, with all ayes in favor that the September 12, 2017 meeting minutes be approved as submitted.

5. For Possible Action: Approval of October 10, 2017 Meeting Minutes

It was moved by Stacey Giomi, seconded by Tina Petersen, with a motion carried unanimously that the October 10, 2017 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 of the 9-1-1 surcharge financial information were distributed for review. Kathie Heath noted the potential new format for the financial report, explaining that the report will be presented on a quarterly basis and will include the expenditures and projections. In addition to the financial report, a 911 surcharge fees collected breakdown

was provided. This breakdown lists the fees collected from the individual service providers to the 911 surcharge. Kathie explained that the issue found with the service provider breakdown was that the funds collected will never be current; therefore this may be something the Committee does not want to see on a quarterly basis. The financial report contains an accurate dollar amount. Kathie added that it is a working document and changes can be made at any time. Kathie said she is working with Sheri Russell (Carson City Finance Department) on the budget augmentations.

Stacey Giomi said he likes receiving the breakdown of 911 surcharge collected fees because it shows the Providers who are paying the fee and those who are not. Kathie added that she will be receiving back up material with the breakdown spreadsheet from the Carson City Treasurer's Office. Ken Furlong asked if the fees collected rolled over into the next Fiscal Year; Stacey Giomi said that they do. Brief discussion took place on some minor renovations that will be completed at Carson City Dispatch, some of which will be funded out of the 911 surcharge budget.

Stacey Giomi asked the Committee if anyone was monitoring the income from the 911 surcharge collected fees and who was reaching out to these Providers that were not paying like they are supposed to. Stacey also asked if the amount being collected from these Providers was the correct amount that was billed. It was noted that some Providers are paying quarterly rather than monthly. Stacey added it might be a good idea to have a responsible monitoring that the correct amount is being collected. Letters of notification have been sent to Providers of the fee increase. Tina Petersen asked if it was required for the Consumers to pay on a monthly basis or a quarterly basis. Kathie said payment is preferred quarterly, but either is acceptable.

7. For Possible Action: Review and approve the proposal to change the meeting dates of the 9-1-1 Surcharge Advisory Committee

It was moved by Stacey Giomi, seconded by Denise Bauer, with all eyes in favor to accept January 23rd, April 17th, July 17th, and October 16th as the dates for future 9-1-1 Surcharge Advisory Committee Meetings. The meetings will continue to be held at 8:30 a.m. This change is due to financial considerations.

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

Ken Furlong informed the Committee of a meeting that he and Sean Slamon will be having with Nick Marano (Carson City Manager) regarding the 9-1-1 Surcharge Advisory Committee. Ken noted the large amount of responsibility of this Committee and recommended that someone be responsible for maintaining it.

Anne Keast's term for the 9-1-1 Surcharge Committee is up for renewal; she submitted her application to be reappointed. Tina Petersen said she will check with the Carson City

City Manager's Office on any steps she may need to take pertaining to her term renewal. Denise Bauer said her term was up for renewal as well and she will submit an application to be reappointed.

9. Next Meeting Date: January 23, 2018

10. Public Comment

There was no public comment.

11. For Possible Action: To Adjourn

It was moved by Stacey Giomi to adjourn the meeting at 8:55 a.m.

Recorder: Shelby Price