

MINUTES
of the Meeting of the
Carson City
9-1-1 SURCHARGE ADVISORY COMMITTEE
January 28, 2020

The Carson City 9-1-1 Surcharge Advisory Committee held a public meeting on January 28, 2020, 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 Denise Stewart called the meeting to order.

2. Roll Call and Determination of a Quorum

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

Also present were Karin Mracek (Carson City Communications Manager), Kathie Heath (Carson City Sheriff's Office – *retired*), Sean Slamon (Carson City Fire Chief), James Jacklett (Carson City Public Works – Control Systems), Mihaela Neagos (Carson City District Attorney's Office), Ken Furlong (Carson City Sheriff), and Ron Reed (Carson City Facilities Maintenance).

3. Public Comment:

There were no public comments.

4. For Possible Action: Approval of October 15, 2019 Meeting Minutes

It was moved by Tina Petersen, seconded by Daniel McKeehan, with all ayes in favor that the October 15, 2019 meeting minutes be approved as submitted.

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

Katie Durbin nominated Denise Stewart to continue as the Chairperson for the 9-1-1 Surcharge Advisory Committee, Denise Bauer seconded with all ayes in favor; Denise Stewart will continue as the Chair.

Denise Stewart nominated Daniel McKeehan to remain the Vice Chairperson for the 9-1-1 Surcharge Advisory Committee, with all ayes in favor Daniel McKeehan will continue as the Vice Chairperson.

6. Discussion and Report on Funds Collected 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 said she had requested a detailed list of revenue from Carson City Finance, but she had not received this list for the meeting. Kathie reported that the total amount of revenue received was close to \$350,000 in December which is right on track with the projection; she did not have the data on which companies the money came from.

Kathie reported that the expenditures have been right on track as well. There was nothing unusual that was not previously discussed or included in the budget that she was aware of.

Kathie reported that she had done the revision request for the current year and said there was about \$660,000 more in revenue than anticipated. She completed a revision and added everything that was talked about and approved by the Committee at previous meetings. The undesignated budget is at about \$420,000 for Fiscal Year 2020. Kathie said she will continue to budget at this level for revenue which is at \$700,000.

Ken Furlong added the recommendation to sit down with Lori Bagwell to explain that undesignated funds in the range of \$250,000-\$500,000 are where this budget should be. Kathie said when the augmentations go to the Board of Supervisors the budget will show an undesignated projects amount of \$420,000, but the projected will show zero.

7. Preliminary discussion to allocate funds for any project as determined by the Committee (Discussion Only – No Action) (Katie Durbin)

Katie Durbin asked Ken Furlong if it was his recommendation that the Committee keep the amount of undesignated projects allocated to undesignated or identify special projects and build on those. Ken said the cap for undesignated funds is \$1,000,000; having funds readily available in the event of a catastrophe provides for the ability to act and take care of the problem.

Katie asked if there were any undesignated projects that the Committee needed to identify now to put on the agenda at a future meeting. Kathie Heath responded that the Committee identified these items when the fee increase was implemented.

Kathie noted regarding the preparation of the budget that she can only budget for revenue she knows is going to come in. Ken mentioned some of the major projects that had been completed in Dispatch in the last year.

Katie concluded the discussion by saying the Committee will keep status quo regarding this.

Tina Petersen asked if it was a concern to have too much money in the undesignated funds account and if that money might get allocated somewhere else if the Committee does not spend it. Ken said he met with City folks since last meeting. He said regarding the tax, it states body cameras and vehicle cameras; Carson City did not implement vehicle cameras because they did not anticipate that this tax would fund that amount. Ken reported that the Sheriff's Office has implemented a test vehicle to see what that cost and impact would be to this fund. Daniel McKeehan asked Ken the percentage of police in Carson City who have body cameras. Ken said all police first responders and those above them.

- 8. For Possible Action: Discussion and possible action regarding expenditures of \$66,981.00 to ComTech Communications and \$40,050.00 to Tiburon C/O CentralSquare Technologies for equipment, licensing, implementation and integration services from the 911 Surcharge Fund for the fire station alerting system at the Carson City dispatch facility and fire stations.** The existing fire station alert system relies upon analog two-tone paging over the public safety radio system to initiate the response activities at each fire station. The existing system does not allow for resource based paging, include redundancy, or offer compatibility with P25 radio technology. The solutions presented will connect the dispatch center's CAD system to the station alert systems via the City network providing for simultaneous resource based paging without using radio air-time. This will enable faster information dissemination and reduced response times while maintaining radio based paging as a backup capability. *(Sean Slamon)*

Sean Slamon explained this in detail. He said when Dispatch receives a 911 call a process takes place and then the appropriate fire stations are alerted to the incident. Right now the technology and the alerting system in place is old technology and does not meet new requirements including P25 compliance; there is also a lack of redundancy meaning if that system goes down there is no alerting system. This has been proposed as a CIP (Capital Improvement Program) budget item in previous years and has also not been successful on the general fund side because of greater needs within the City.

This will streamline and improve notifications to Fire Department units and will allow for individual unit notification. In addition, this will create a redundancy and improve notification times for the Fire Department which will get units out on the roads on the response side quicker and it will bring this system up to modern day technology.

Sean provided an example; he explained currently at Fire Station 51 there are four units on duty 24/7 including two ambulances, one engine, and a Battalion Chief. When a single unit is dispatched the lights and tones will go off in all of the individual rooms; this is not healthy. There is technology now where members can program the unit they are in and they will only be notified of the calls that relate to them.

Sean said the key points are redundancy, improved response times, and meeting modern day technology. The other benefit of this is it will be an improvement to firefighter health and safety.

There was a question on how this would improve response times. James Jacklett introduced himself to the Committee and provided detail on how this will be accomplished. Phase 2 and Phase 3 were included on the quote that was distributed to the Committee. James noted that the start of this system has already been installed at the stations which was why the specific brands were listed on the quote; Tiburon is the City's CAD (Computer Assisted Dispatch) system which is why they are included. James explained that currently the entire station is alerted; with the addition of dorm controllers only the proper unit will be raised when a call goes out. In order to enable this with the current technology more tones would need to be added; these tones go out sequentially. If an individual resource tone is broken out for every unit these are minutes of tones going out and during this time where you have minutes of tones going out you are losing those communications that should be happening on the radio with the dispatchers talking and helping with the roll out of units.

James reported that this is a digital system so it is computer based; when the dispatcher enters in the type of call CAD will send this over the network to the fire station and wake those rooms in parallel or all at the same time. James said right now the start of this is in place which are soft tones. This will allow everyone to get notification at the same time.

Daniel McKeehan asked if in the CAD system the dispatcher would become automated. James responded that this could be automated, but operations wise crews will continue to hear a dispatcher's voice. James added that the other system will be kept and repurposed as a redundant system.

Daniel asked if this would provide mobile phone notification. James responded that the mobile notification piece is already in place with Tiburon, the CAD system has this and the mobile system is utilized. James said this is centered around the fire stations themselves – not just the lights, it is also disconnecting the ovens and other things. This is automating the fire station and those resources that are assigned to it.

Daniel asked as of right now if there was a critical need for this. Sean responded that there is a critical need for this. The system right now lacks redundancy and as the stations continue growing and adding units, there is a need for individual tones.

Daniel asked if this went through a RFP (request for proposal) process. James responded that the City has had the Tiburon Tri-Tech CAD system for a number of years and ComTech went through a selection process that the Fire Department and Facilities Maintenance went through before going with this system.

Daniel asked if this was projected in the initial project that was proposed. Sean said he believes all of the Phases were projected; however, the initial adoption was for Phase 1.

Daniel asked what was received with Phase 1. James responded that Phase 1 was the implementation of the ComTech controllers at the fire stations which decode the radio signal and perform the actions. He added that the primary deliverable of Phase 1 was soft tones instead of a siren or loud buzzer like it used to be. These soft tones are supposed to help with firefighter cardiac health.

Daniel asked how this was currently being done without the Tiburon integration and if this project could move forward without the Tiburon piece. James said CAD right now triggers a two-tone pager which sends the tones over the radio channel; this could not move forward without the Tiburon piece for the CAD integration.

Phase 2 without Phase 3 would cause more harm to operations and would be more expensive and require additional decoders.

Daniel asked if the plan would be to use the old system as backup if needed and how reliable that would be. James responded that it will be as reliable as it is today and redundancy is what is needed. There is no extraordinary cost required in maintaining these.

Daniel asked Karin Mracek her thoughts on this item. Karin responded that she thinks this is great; it does have to be tied to the CAD system and the redundancy is very much needed. She added that this is an appropriate place to get funding for this.

Katie Durbin asked if there would be any additional training that the dispatchers might have to do with this being tied to the CAD system. Dispatch would not have to do anything different.

Daniel asked if there was an annual fee with this or any other fees associated with it.

James said the CAD proposal shows a \$3,600 annual increase in maintenance; the first year is included. The Tiburon implementation service fee is a one-time fee.

Ron Reed said the wiring will be done by Facilities Maintenance. Most of the dorms are already wired for the dorm controllers. When Phase 1 was conducted each individual dorm was wired in looking forward to steps two and three so these all go back to the central controller module at every station.

Daniel asked what the expected life of this was. James responded that the CAD integration will last until a new CAD system is purchased. Regarding the ComTech fire alerting controllers Ron did not have a projected lifecycle on these, but said Cal Fire has been running this for over 15 years.

It was moved by Katie Durbin, seconded by Tina Petersen, with all ayes in favor to approve expenditures of \$66,981.00 to ComTech Communications and \$40,050.00 to Tiburon C/O CentralSquare Technologies for equipment, licensing, implementation and integration services from the 911 Surcharge Fund for the fire station alerting system at the Carson City dispatch facility and fire stations.

Kathie asked who would be getting the purchase orders for these items. Kathie will send the account numbers for purchases to Ron and James.

9. Preliminary discussion on Fiscal Year 2021 Budget (Discussion Only – No Action)
(Kathie Heath)

Kathie Heath reported that she had not received any official documents from Carson City Finance for Fiscal Year 2021. She said she identified about \$600,000 of expenditures that have to come out of the fund including things that the fund has always been paying. Kathie listed the expenditures which included: 9-1-1, body cameras, Charter, maintenance on the NICE, server maintenance, Text to 9-1-1, annual ongoing costs related to the refresh of Comm 51, EOC support that was previously discussed, and the debt service. Kathie said there are other things the Committee has talked about that need to be determined.

Kathie asked James Jacklett if agenda item number eight would be completed in Fiscal Year 2020 and James said it would. Kathie will add this to Fiscal Year 2020.

Kathie continued her report saying that nothing new was included in the Fiscal Year 2021 budget that the Committee had not already talked about.

There was brief discussion on the electrical assessment of the backup system at Dispatch and the facility's electrical against the different standards. James said \$100,000 was projected to go into Phase 1. Public Works Engineering is working on an RFP to bring a consultant onboard to do this first stage analysis. The most glaring item is the UPS (uninterruptable power supply); these need to be replaced.

Daniel McKeehan asked the percentage available of the batteries right now. Ron Reed said there are two units there and right now they are each running on about 58%. Ron said the critical equipment comes out of the back room. James said the radio room has its own power plant and battery backup. James concluded by saying bringing someone in to look at this will allow critical needs to be lined out. Kathie noted if there is a critical failure that will trump whether something is in the budget or not.

Kathie continued with the Fiscal Year 2021 budget discussion saying nothing unusual was included; she did include the vehicle testing for the Sheriff's Office discussed earlier in the meeting. She said as soon as she receives documents from Carson City Finance she will send them to the Committee.

Karin Mracek asked what the estimate was to outfit each vehicle. Kathie said she heard this is about \$3,500-\$4,000 per car; there are about 30 cars.

Ken added something to be aware of is the Sheriff's Office is outfitting cars on a trial basis to see what the impact would be if this is implemented. He added that this is about two to three years out.

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

None

11. Next Meeting Date: April 21, 2020

12. Public Comment:

There was no public comment.

13. For Possible Action: To adjourn

It was moved by Tina Petersen and seconded by Katie Durbin to adjourn the meeting at 9:10 a.m.

Recorder: Shelby Price