<u>AGENDA</u>
SOUTHERN NEVADA AREA COMMUNICATIONS COUNCIL
BOARD OF DIRECTORS
REGULAR MEETING

1:30 P.M. – JANUARY 15, 2014
Henderson Police Department
North Police Station, Training Room 102
225 E. Sunset Road
Henderson, Nevada 89015
702-258-3135

ALL ITEMS LISTED ON THIS AGENDA ARE FOR ACTION BY THE BOARD OF DIRECTORS, UNLESS OTHERWISE INDICATED. ITEMS MAY BE TAKEN OUT OF ORDER. THE BOARD OF DIRECTORS MAY COMBINE TWO OR MORE AGENDA ITEMS FOR CONSIDERATION, AND/OR MAY REMOVE AN ITEM FROM THE AGENDA OR DELAY DISCUSSIONS RELATING TO AN ITEM ON THE AGENDA AT ANY TIME. COPIES OF WRITTEN MATERIALS PROVIDED TO THE BOARD MEMBERS IN ADVANCE OR AT THE MEETING MAY BE OBTAINED FROM DAVE GOSS, SNACC OFFICE, 6000 EAST ROCHELLE, LAS VEGAS, NV OR BY CALLING (702) 455-7390.

<u>COMMENTS BY THE GENERAL PUBLIC</u>

NO ACTION MAY BE TAKEN: At this time, the Board of Directors will hear general comments from the public on matters under the jurisdiction of the Southern Nevada Area Communications Council.

<u>ITEM NO.</u>

1. FOR POSSIBLE ACTION: Approve agenda with the inclusion of tabled and/or reconsidered items, emergency items and/or deletion of items, and approve the minutes of the meeting of December 18, 2013.
2. FOR POSSIBLE ACTION: Administrator's Annual Performance Evaluation
3. FOR POSSIBLE ACTION: Administrator's Performance Objectives
4. FOR POSSIBLE ACTION: Motorola – Hardware, Software, SUA II
5. FOR POSSIBLE ACTION: 2014 Committees
6. FOR POSSIBLE ACTION: SNACC Audit
7. FOR POSSIBLE ACTION: Strategic Planning
8. FOR POSSIBLE ACTION: 2014 SNACC Board Meeting Dates and Education
9. FOR POSSIBLE ACTION: SNACC Outreach
10. FOR POSSIBLE ACTION: Technical Report

<u>COMMENTS BY THE GENERAL PUBLIC</u>

NO ACTION MAY BE TAKEN: At this time, the Board of Directors will hear general comments from the public on matters under the jurisdiction of the Southern Nevada Area Communications Council.

<u>NEXT MEETING DATE/ADJOURN</u>

<u>AFFIDAVIT OF POSTING</u>
This is a public meeting. In conformance with the Nevada Open Meeting Law, this agenda has been posted in the following locations:
City of Henderson Police Department
Clark County Government Center
Clark County Water Reclamation District
Clark County Courthouse Annex
Las Vegas Valley Water District
PLEASE POST

SOUTHERN NEVADA AREA COMMUNICATIONS COUNCIL
MEETING MINUTES
DECEMBER 18, 2013

The Southern Nevada Area Communications Council (SNACC) held its monthly meeting in the Mead 3 Conference Room, Las Vegas Valley Water District, on December 18, 2013, at 1:30 p.m. Board members present were Brian Nebeker, Lou Amell, John Chase, Mike Garnich, James Green, Karl Lee and Frank Milligan.

COMMENTS BY THE GENERAL PUBLIC: Curtis Steadman, Motorola, announced that there are still a few of the used Apex radios available for purchase.

FOR POSSIBLE ACTION: Approve agenda with the inclusion of tabled and/or reconsidered items, emergency items and/or deletion of items, and approve the minutes of the meeting of November 6, 2013: The agenda for December 18, 2013 and the minutes from the SNACC meeting held on November 6, 2013 were unanimously approved.

FOR POSSIBLE ACTION: Elect New Officers to the SNACC Board: The Board unanimously selected James Green as SNACC Chairman and Lou Amell as Vice Chairman for calendar year 2014.

FOR POSSIBLE ACTION: SNACC Administrator Evaluation: This item was held until the January meeting.

FOR POSSIBLE ACTION: Strategic Plan: Administrator Goss has been working on the Capital Improvement Plan, which will be discussed with the SNACC Rate Increase item.

FOR POSSIBLE ACTION: Motorola Service Agreement: Motorola has proposed a 3 year agreement that will keep costs stable during that period for the equipment we currently have. A motion was made to add 90-day cancellation window language, provide time for legal to review the agreement and bring it back to the Board at the next meeting. The motion passed unanimously.

FOR POSSIBLE ACTION: SNACC Rate Increase: James Green provided an update on the working group's activities to determine the necessary rate increase. Damon Harris, Clark County Finance, provided an explanation of how the proposed increases of $195, $200 or $210 would impact SNACC reserves based upon various scenarios. The Board discussed the rate increase their individual agencies would be willing to support. A motion was made for the annual radio fee to increase to $200 effective July 1, 2014 and to continue to research rates during the next 6 months to develop a plan for the next year. The motion passed unanimously.

FOR POSSIBLE ACTION: Technical Report: See attached.

James Green requested the System Busies and Busy Durations numbers be graphed out in further detail in the future. Jerry Keating provided an update on RTC assuming administrative oversight of SNACC. He suggested the SNACC Board Chairman, Administrator and legal counsel meet with County management to discuss options available to keep the existing agreement and relationship with Clark County. Brian Nebeker requested detailed numbers be provided on what it will cost to move SNACC administration to RTC.

COMMENTS BY THE GENERAL PUBLIC: Chief Lytle was introduced as the new representative from the City of North Las Vegas. He will serve as the alternate at the January meeting and will assume primary representation in February.

NEXT MEETING DATE/ADJOURN: The next meeting is scheduled for January 15, 2014. The meeting adjourned at 3:15 p.m.

Respectfully submitted:

Brian Nebeker, Chairman
Attachments

Southern Nevada Area Communications Council
Agenda Item

Issue: Approve Agenda	January 15, 2014
Petitioner: David Goss, SNACC Administrator	Agenda Item: 1

Recommendation: Approve the agenda with the inclusion of tabled and/or reconsidered items, emergency items and/or deletion of items, and approve the minutes of the meeting of December 18, 2013.

Fiscal Impact:

    None

Background:

    The Southern Nevada Area Communications Council has a monthly meeting to discuss any business related to SNACC and its operations.

Respectfully Submitted:

DAVID L. GOSS
SNACC Administrator

Southern Nevada Area Communications Council
Agenda Item

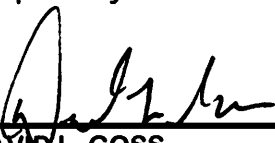| Issue: Administrations Annual Performance Evaluation	January 15, 2014
Petitioner: James Green, SNACC Chairman	Agenda Item: 2
Discussion/action of the evaluation of the SNACC Administrator.	

Fiscal Impact:

    None

Background:

    This is the yearly evaluation for the SNACC Administrator, as prepared by the Clark
County CIO, and the Chairman of the SNACC Board.

Respectfully Submitted:

DAVID L. GOSS
SNACC Administrator

Southern Nevada Area Communications Council
Agenda Item

Issue: Administrators Performance Objectives	January 15, 2014
Petitioner: James Green, SNACC Chairman	Agenda Item: 3
Recommendations: Discuss and create performance objectives for the SNACC Administrator.	

Fiscal Impact:

    None

Background:

    Performance objectives for the SNACC Administrator will be assigned per the direction of the SNACC Board.

Respectfully Submitted:

DAVID L. GOSS
SNACC Administrator

Southern Nevada Area Communications Council
Agenda Item

Issue: Motorola- Hardware, Software, SUA II	January 15, 2014
Petitioner: James Green, Chairman	Agenda Item: 4

Recommendations: Discussion/Action on the Motorola SUA (Software Upgrade Agreement) II. The recommendation of the administrator is to consider a two-year agreement at this time, to not only continue to stay current with any updates, but to upgrade our present 7.11 system to newer versions. Also discuss Motorola's recommendations regarding how SNACC and the LVMPD system can work together.
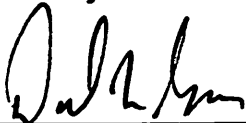
Fiscal Impact:

Dependent on the duration and coverage of the selected program.

Background:

Motorola's SUA II program allows for system upgrades and enhancments to be covered under contract to keep the system current with evolving technologies.

Respectfully Submitted:

DAVID L. GOSS
SNACC Administrator

PRICING SUMMARY

P25 Simulcast Project & SUA II Pricing

SNACC has requested that Motorola develop an offer for sale for Phase II of its migration to P25 that began in 2010. The Phase II project consists of constructing a P25 Simulcast subsystem in the Las Vegas valley area.

The proposal contains:

- Equipment required to build an 11-site, 6-channel P25 Simulcast subsystem
- Implementation Services for the 11-site, 6-channel P25 Simulcast subsystem
- Equipment and Services to add Integrated Voice & Data and MOSCAD GMC
- System Upgrade Agreement (SUA II)

Pricing – P25 Simulcast Project & SUA II	
P25 System Equipment and Implementation Services	$5,445,385.00
System Upgrade Agreement (SUA II – includes 10% discount and waived $93,058 continuity with 10 yr contract)	$4,155,750.00
Sub-Total : P25 System Equipment, Implementation Services, & SUA II	$9,601,135.00
System Discount if contract signed by Dec. 31, 2013	<$839,077.00>
System Discount if purchased with SUA II by Dec. 31, 2013	<$250,000.00>
Total for P25 Simulcast Project & SUA II	$8,512,058

Note: No civil work is included in this pricing.

Simulcast SUAII pricing breakdown.

Upgrade Year	Product	List Price - Single Year Pricing	Ten Year Contract Discount	Ten Year Contract Price
2015/2016	Continuity	$93,058.00	<$93,058.00>	$0.00
2015/2016	SUAII	$396,800.00	<$39,680.00>	$357,120.00
2016/2017	SUAII	$390,100.00	<$39,010.00>	$351,090.00
2017/2018	SUAII	$450,900.00	<$45,090.00>	$405,810.00
2018/2019	SUAII	$444,300.00	<$44,430.00>	$399,870.00
2019/2020	SUAII	$489,300.00	<$48,930.00>	$440,370.00
2020/2021	SUAII	$482,300.00	<$48,230.00>	$434,070.00
2021/2022	SUAII	$495,800.00	<$49,580.00>	$446,220.00
2022/2023	SUAII	$488,400.00	<$48,840.00>	$439,560.00
2023/2024	SUAII	$493,700.00	<$49,370.00>	$444,330.00
2024/2025	SUAII	$485,900.00	<$48,590.00>	$437,310.00
TOTAL		$4,710,558.00	<$554,808.00>	$4,155,750.00

Southern Nevada Area Communications Council (SNACC)
P25 Simulcast Project

October 29, 2013
Use or disclosure of this proposal is subject to the restrictions on the cover page.

Ⓜ Motorola Solutions Confidential Restricted

Pricing Summary 9-1

Southern Nevada Area Communications Council
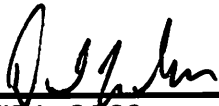## Agenda Item

Issue: 2014 Committees	January 15, 2014
Petitioner: James Green SNACC Chairman	Agenda Item: 5
Recommendations: Discussion/Action setting up 2014 Committees to possibly include the following: Operations Working Groups and Technical Working Groups. Discussion of possibly adding a new governance ad hoc committee that would work on the relationship with LVMPD and Motorola.	

Fiscal Impact:

Background:

      The development of these working groups would be beneficial to the continued operation and management of the SNACC.

Respectfully Submitted:

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DAVID L. GOSS

SNACC Administrator

Southern Nevada Area Communications Council
Agenda Item

Issue: SNACC Audit	January 15, 2014
Petitioner: David Goss, SNACC Administrator	Agenda Item: 6
Recommendations: Discussion/Action on the results of the SNACC audit.	

Fiscal Impact:

Background:
> Clark County performed an internal audit on the Southern Nevada Area Communications Council in November 2012.

Respectfully Submitted:

DAVID L. GOSS
SNACC Administrator

MEMORANDUM
DEPARTMENT OF FINANCE

GEORGE W. STEVENS
Chief Financial Officer

YOLANDA T. KING
Director of Budget & Financial Planning

TO: ANGELA DARRAGH, AUDIT DIRECTOR
            RACHAEL BERNAL, PRINCIPAL AUDITOR

CC: CHRIS D. IDEKER, SNACC BOARD CHAIRMAN
            DAVID L. GOSS, SNACC SYSTEM ADMINISTRATOR
            BRIAN L. NEBEKER, SNACC BOARD VICE CHAIRMAN
            MICHAEL L. FOLEY, SNACC APPOINTED COUNCIL

FROM: DAMON HARRIS, SENIOR FINANCIAL ANALYST

SUBJECT: SNACC AUDIT RESPONSE

DATE: OCTOBER 10, 2012

On behalf of the SNACC Chairman, Chris Ideker, in response to the final findings and recommendations of the recent SNACC audit, please note the corrective action responses by SNACC management:

Audit Finding: The amount charged to subscribers for the "Equity Buy-In" one-time fee and the annual fees are not in accordance with the Cooperative Agreements with the various public agencies. The fee structure was changed in 2006 from a complex formula that consisted of proportionately billing out airtime to subscribers to a flat $1,460 Equity Buy-in Fee and $185 annual charge for each new radio service.

Audit Recommendation: We recommend that the SNACC Administrator amend Cooperative Agreements with the public agencies to reflect the rate structure. The amendments should be approved by the SNACC Board. We further recommend that the Cooperative Agreements incorporate a provision for flexibility of changing the rate structure in the future.

Management Response: The SNACC Board had previously approved setting a fixed-rate Equity Buy-In Fee of $1,460 effective November 19th, 2003 (per agenda item #8 at their 11/19/03 board mtg.) through August 31st, 2005, though a formal amendment to the Cooperative Agreement was never initiated. Despite the expiration date, the rate has been maintained ever since. It should be noted that the approving body (i.e. the SNACC Board) is comprised of representatives from the same agencies included within the Cooperative Agreement.

The SNACC Administrator will propose an amendment to the current Joint Powers Agreement (JPA) that affirms the currently imposed $1,460 Equity Buy-In Fee for new radios added onto the SNACC system as well as the $185 annual operating charge for each radio identified as having an active ID. The amendment will be retroactive to July 1, 2012 and will contain a provision that will maintain those rates indefinitely until either an additional amendment is approved by the SNACC Board or a new JPA is entered into by the member agencies that contains updated rates.

It is the SNACC Board's intention to draft, distribute, and approve an updated JPA effective with fiscal year 2015 that will overhaul the current fee structure to better align with SNACC's long-term capital replacement plan currently in the final stages of development.

Management Due Date: The amendment will be proposed at the November 7th, 2012 SNACC Board mtg. The updated JPA is intended to be drafted, distributed, and approved by the end of calendar year 2013.

Audit Finding: SNACC is not currently maintaining an inventory list of capital equipment items owned with their life expectancy, and current replacement cost. In accordance with the Cooperative Agreement provision 15(c), the inventory list is to be provided to the SNACC Board in December of each year. A list of capital assets does exist as part of the financial records. The agreement provision also calls for a capital plan for each participating public agency that we believe is no longer needed. In addition, a separate fund does not exist in financial records for communications equipment and funding as implied by the provision. Equipment is tracked as a line item in the budget and as capital assets by type in financial records.

Audit Recommendation: We recommend that the SNACC Administrator amend, with SNACC Board approval, the Communications Equipment Fund provision of the Cooperative Agreement to reflect approved practices. We further recommend that a cost center within the SNACC fund be established to account for capital funding, expenditures, and projects to be capitalized. We do not believe, however, that a separate fund is needed for tracking of equipment as these may be tracked within the SNACC fund.

Management Response: The SNACC Administrator is currently developing a database that will contain all of SNACC's current and future capital assets and will include the following (amongst other) information:

- Asset description
- Asset # (as created by SAP for financial statement reporting)
- Physical location of the asset
- Vendor name
- Asset PO#(s)
- Asset PO funding source (operating, grant, etc.)
- Asset PO date(s)
- Asset purchase price
- Estimated asset replacement date
- Estimated asset replacement cost

A separate cost center has been created effective July 1, 2012 to segregate all SNACC Equity Buy-In fees and capital purchases. A long-term capital plan is currently in the final stages of development that addresses future technology needs, replacement costs, and an implementation timeline.

It is anticipated that the planned JPA update effective with fiscal year 2015 will address asset inventory procedures, reports, and long-term capital planning processes as a whole.

Management Due Date: The capital asset inventory database will be completed by the end of December 2012. A separate cost center to segregate SNACC Equity Buy-In fees and capital purchases has been created and utilized effective July 1st, 2012. The updated JPA is intended to be drafted, distributed, and approved by the end of calendar year 2013.

Audit Finding: Capitalized assets amounting to $14 million as of March 31, 2012, do not include all equipment that should be capitalized in accordance with standard accounting practices. We determined that approximately $4.1 million of equipment purchased throughout the years was expensed rather than capitalized. An additional $2.4 million should also be capitalized due to a capital lease financing agreement that transfers the assets to SNACC. The capitalized asset amount also erroneously contained an expenditure for a service contract agreement payment in the amount of $212,218 that was fully depreciated.

This list of capital assets is the only record that SNACC has for identifying equipment. If this list is inaccurate, SNACC will be unable to effectively determine future project or replacement costs. SNACC purchases a significant amount of equipment through vendor agreements with Motorola that are processed primarily through change orders. We compared the capitalized equipment list maintained in financial records to historical and current Motorola purchase orders since the inception of SAP in 2005. We also compared Motorola project agreements and

change orders. We found a significant lack of key controls over equipment purchases and inventory lists. The following areas were noted as deficiencies that led to the inaccurate reporting of capital assets:

- Board minutes showing approval of significant projects were not available.
- Capital projects are not tracked within SNACC financial accounting records maintained in SAP to accumulate capitalized amounts and control project expenses. Assets are capitalized through purchase orders. Purchase orders contain a mixture of line items that may include expenses for projects, change orders, and other amounts that should be expensed, such as service contract agreement amounts. Several purchase orders are opened for the same project. Purchase orders may also expense rather than capitalize items.
- Projects are controlled inconsistently through change orders rather than by a hierarchical arrangement where project agreements are approved and then change orders to these projects are approved.
- Certificates of Completion and signed final acceptance documents were not available for all projects. These documents would support the capitalization of assets.
- Capitalized assets may be capitalized on either a system basis or as individual equipment making it difficult to identify whether the list of assets is complete or accurate.

Audit Recommendation: We recommend that the SNACC Administrator implement key controls for expenditures related to equipment that follow standard accounting practices. We further recommend that the SNACC Board determine the best method for capitalized equipment accountability: system or individual equipment. The SNACC Board should then notify the County for application of this method.

Management Response: The SNACC Administrator will meet with County representatives from the Budget Office, Comptroller's Office, and Audit Dept. (per the existing administrative agreement with Clark County) to identify specific assets or purchases that have been erroneously expensed and/or capitalized and correct within the County's financial systems accordingly for future reporting purposes.

Moving forward, capital assets will be accounted for in a newly created cost center (effective July 1, 2012) to more appropriately follow standard accounting practices. Capitalized equipment will be identified by assets (system level) and subassets (individual equipment level) as deemed appropriate by the Clark County Comptroller's Office in conjunction with the County's Purchasing & Contracts and Budget & Financial Planning divisions.

Management Due Date: The identification and correction will occur by October 31st, 2012. A new cost center to account for capital assets has been utilized effective July 1st, 2012.

Audit Finding: The revenue cycle for SNACC consists of four major types of activities for service: New Service, Transfers, Deactivation/Reactivation while maintaining service, and Cancellation.

The Cooperative Agreement does not have provisions for deactivation/reactivation, transfers of radios to other public agencies, or cancellation of radio service. According to SNACC administration, transfers of radios may occur between public agencies without notification to SNACC. SNACC also does not have a formal process that includes supporting documentation, policies, or procedures for providing these services.

The revenue cycle process for SNACC generally includes orders for new service, transfers, deactivation, reactivation, and cancellations that are informally taken over the phone, in-person, or by e-mail. The public agencies do not provide purchase orders for new service. Radios, to be activated or whose activation is complete for new service, are dropped off by the agency or are picked up by a SNACC employee without supporting documentation such as an acknowledgement by both agencies of the number of radios with serial numbers and assigned radio identifications to be serviced. There is also no consistent formal documented acknowledgement of public agency requests for transfers, deactivation, reactivation, or cancellation.

Since MSM does not report critical date data, SNACC maintains an Access database of radio identification numbers, dates, status, and other information. This inventory is used to support the number of radios that will be billed to the public agencies. Without adequate supporting documentation available to verify the inventory database, the incorrect number of radios could be billed and the activation status could be incorrect. This would affect billing, causing disagreement with public agencies. Realization of revenue and amounts available for expenditures will also be affected by billing delays. We noted that annual billing, amounting to $1.4 million, was delayed 94 days due to disagreement on number of radios to be billed. We further noted collection of annual billings is slow. Of the $1.4 million annual billing, $1.2 million, or 88%, was collected between 30 to 90 days. Critical radio service may also be affected if the incorrect radio identification is deactivated or cancelled.

Audit Recommendation: SNACC issued letters to public agencies requesting that purchase orders be provided for requesting radio service. We recommend that the SNACC Administrator, with SNACC Board approval, include provisions in the Cooperative Agreement to address specific requirements for all services (new, deactivation, reactivation, transfers and cancellations). The provisions for cancellation of service should discuss timeframes and requirements for Equity Buy-In when the service is cancelled or radios are transferred between public agencies. We further recommend that SNACC increase effectiveness of the revenue cycle by adopting and implementing written policies and procedures, that includes acknowledgement forms for the receipt/delivery of radios for new service, deactivation, reactivation, and cancellation.

Management Response: The SNACC Administrator will propose an amendment to the current JPA that affirms the process for requesting new service, deactivation/reactivation, and cancellation of service. The amendment will be retroactive to July 1, 2012 and will contain language that addresses the financial implications of those service requests. Furthermore, those service requests will be recorded into a radio inventory database being developed by the SNACC Administrator.

A radio inventory database currently being developed by the SNACC Administrator will generate a report to be distributed to each participating agency each May 1st for their reconciliation prior to the next fiscal year's invoicing. While agencies will be encouraged to notify SNACC of any radio transfers throughout the fiscal year, SNACC will formally be notified as part of the reconciliation process during the approximate 60 days between the inventory mailing and the beginning of the next fiscal year (additional details regarding the radio inventory database contained in a separate audit finding management response).

Management Due Date: The amendment will be proposed at the November 7th, 2012 SNACC Board mtg.

Audit Finding: Radio service for 4,589 of 12,659 (36%) of radios are not charged to subscribers. The Cooperative Agreement does not address no fee services. Since SNACC is not charging fees in accordance with the Cooperative Agreement, there is no consistency, and established guidelines are not used to determine whether fees should or should not be charged. No Fee services represent a significant activity for SNACC and could cause a loss of revenues if services are not in line with SNACC Board intentions.

SNACC policy is to not bill for radio service for consoles. We were not able to verify this policy through SNACC Board minutes. We were able to identify 3,352 consoles of the 4,589 (73%) radios that are not billed. The remainder of 1,237 were either No Fee service for events or public agencies that are not charged, in process of being billed, or should likely be billed. There is a high probability that radios with No Fee service are activated. However, we did not perform an analysis to determine the number. We do not believe the results would provide current meaningful information, as there are no formal procedures supported by agreement provisions for the current fee structure.

Audit Recommendation: We recommend that in the interim a list of all radio identifications that are not currently being charged be discussed by the SNACC Administrator with the SNACC Board to establish policies for what services should be No Fee. We further recommend that the SNACC Board include provisions in the Cooperative Agreements for No Fee service.

Management Response: Currently, SNACC does not charge fees for consoles, cache radios, or radios used strictly for interoperability. The SNACC Administrator will propose an amendment to the current JPA that establishes formal guidelines for "no fee" services to be retroactive to July 1, 2012. Furthermore, radios and consoles currently indentified as "no fee" eligible per the formal guidelines will be recorded as such into a radio inventory database being developed by the SNACC Administrator (additional details regarding the radio inventory database contained in a separate audit finding management response). However, SNACC will retain the right to charge fees for all SNACC ID#s assigned within its system.

It is the SNACC Board's intention to draft, distribute, and approve an updated JPA effective with fiscal year 2015 that will overhaul the current fee structure to better align with SNACC's long-term capital replacement plan currently in the final stages of development. The new JPA will incorporate language specific to "no fee" eligibility.

Management Due Date: The amendment will be proposed at the November 7th, 2012 SNACC Board mtg. The updated JPA is intended to be drafted, distributed, and approved by the end of calendar year 2013.

Audit Finding: Radio identification numbers may be reassigned to a new radio if the number is inactive for two years. Radio identification numbers may also be deleted from MSM. We found 34 blank radio identification numbers with some remaining data in MSM. If radio identifications are not reassigned within the same public agency, trending analysis and historical reporting for formulating strategic plans will not be accurate. Reassignment and deletion of radio identifications without adequate controls in place may lead to errors and the lack of sufficient information to settle billing disputes.

Audit Recommendation: We recommend that the SNACC Administrator develop written policies and procedures with SNACC Board approval for reassignment of radio identification numbers. We further recommend that radio identification numbers not be deleted until a record retention policy is approved by the SNACC Board. We further recommend that Cooperative Agreement provisions include a limit as to how long a participating entity may dispute a billed amount as historical information may not be available.

Management Response: The SNACC Administrator will propose an amendment to the current JPA that establishes formal guidelines for radio identification reassignments or deletions in MSM. Specifically, radios that have been lost or stolen may not have their ID#s reused for a period of two years. However, if a radio is physically damaged beyond repair, upon the SNACC Administrator's verification of the evidence, the ID#(s) can be reused immediately.

Management Due Date: The amendment will be proposed at the November 7th, 2012 SNACC Board mtg.

Audit Finding: We compared MSM radio identifications to the Access inventory database and found the following errors:

- Of the 12,659 radios maintained in MSM, 1,300 are not included in the Access database. Some of these are attributable to the practice of excluding No Fee consoles from the database.
- Status on 251 radios conflicted as to "Disabled" and "Enabled" between MSM and the Access database.
- 290 radios were in the Access database inventory but not on MSM. Of these, 33 radios have a blank field in the "Comments" column and a blank field in the "Date Disabled" column indicating the radio should be enabled in MSM. However, these radios are not in MSM and are not active for radio service. All of the 33 radios were identified in the Access database inventory as user enabled except for 3. Of these 3, 2 have a date disabled. None of the 290 radios are receiving active radio service as these are not in the MSM.
- Dates are not always included and are not consistently entered in the "Date Added", "Date Disabled", and "Date Modified" column.

Due to the lack of controls, supporting documentation, and errors in the Access inventory database, we were unable to verify billings for new radio service during the year. The total amount of prorated billings for the audit period was not significant and amounted to $41,386. The lack of controls over prorated billing is considered a significant weakness in controls.

Among other key controls lacking, MSM is not periodically reconciled to the Access database. MSM and Access data is not complete in either application due to the unwritten policies of deleting radio identification numbers in certain instances. This data is also inconsistent as some but not all No Fee service radio identification numbers are in the Access database.

The maintenance of complete and consistent information between the two systems is important to both the generation of revenue and operations. It is critical that these services be provided precisely as these services are used by public safety organizations such as emergency, fire, and police. If the data is not consistent, it becomes difficult to operate services and accurately bill subscribers.

Audit Recommendation: We recommend that the SNACC Administrator implement key controls to ensure completeness of radio identifications and supporting information for billing and reporting in MSM and Access, as appropriate.

Management Response: A radio inventory database is currently being developed by the SNACC Administrator that will be reconciled against MSM radio identifications as part of the development process. Furthermore, the inventory database will be reconciled against the MSM identifications on an annual basis just prior to the inventory distribution to all participating agencies that will be performed every May 1st. The radio inventory database will contain the following (amongst other) information:

- Agency/Division Name
- Customer # (as created in SAP utilized for invoice creation)
- Contact Name (who's responsible for managing the agency's/division's radios)
- Radio ID #s for each individual radio assigned to that particular agency/division
- Serial #s for each individual radio assigned to that particular agency/division
- Date each radio was "bought in"
- Vendor PO# associated with each radio (going forward)
- Date each radio was added to the system
- Annual billing rate
- Notes (would detail reason for no fees, deletions, transfers, etc.)

When radios are activated on the SNACC system, the practice has been to initiate a monthly pro-rated billing based on the annual operating rate of $185 beginning with the next month (ex: radios activated on March 15th would incur an operating charge effective April 1st). A PO is currently required by the pertinent agency/division for any radios added/activated. The SNACC Administrator will propose an amendment to the current JPA that formalizes the current practice effective with the passage of the amendment.

Management Due Date: A current radio inventory database has been completed effective Sept. 30th, 2012.

Audit Finding: We compared the number of radios on the October 2011 annual billing to the radios in MSM and Access. MSM and Access Inventory contained 8,097 radios that were identified as belonging to public agencies that are charged for services. Public agencies were billed for 7,447 radios. The difference of 650 represents radios that were disputed. Further, no reconciliation was performed subsequent to the annual billing to determine the appropriate status of the disputed radios.

Audit Recommendation: We recommend that SNACC administration implement key controls as recommended in other findings to assure accurate annual billing and revenue that is generated is consistent with SNACC Board approved policies and procedures. Cooperative agreement provisions should be amended to include provisions for annual billing.

Management Response: A radio inventory database is currently being developed by the SNACC Administrator that will be reconciled against MSM radio identifications as part of the annual reconciliation process. The radio inventory database will generate a report to be distributed annually to each participating agency on May 1st for their reconciliation prior to the next fiscal year's invoicing. Agencies will be given approximately 60 days to submit any updates/disputes in regard to the radio inventory. The SNACC Administrator will propose an amendment to the current JPA that establishes formal guidelines for the inventory reconciliation process effective with the fiscal year 2014 billings.

Management Due Date: A current radio inventory database has been completed effective Sept. 30th, 2012. The amendment will be proposed at the November 7th, 2012 SNACC Board mtg.

Southern Nevada Area Communications Council
Agenda Item

Issue: Strategic Planning	January 15, 2014
Petitioner: David Goss, SNACC Administrator	Agenda Item: 7
Recommendations: Discussion about the current strategic plan and an update for 2014.	

Fiscal Impact:

Background:

Respectfully Submitted:

DAVID L. GOSS
SNACC Administrator

Southern Nevada Area Communications Council
Agenda Item

Issue: Board Meeting Dates	January 15, 2014
Petitioner: James Green, SNACC Chairman	Agenda Item: 8
Recommendations: Discussion/Action on setting board meeting dates and offer any education to board members.	

Fiscal Impact:

Background:

Respectfully Submitted:

(signature)

DAVID L. GOSS
SNACC Administrator

Southern Nevada Area Communications Council
Agenda Item

Issue: SNACC Outreach	January 15, 2014
Petitioner: James Green, SNACC Chairman	Agenda Item: 9
Recommendations: Discussion about Board members and/or Administrator conducting outreach to current SNACC member agencies.	

Fiscal Impact:

Background:

Respectfully Submitted:
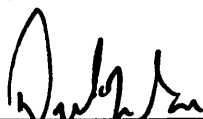
DAVID L. GOSS
SNACC Administrator

Southern Nevada Area Communications Council
Agenda Item

Issue: Technical Report	January 15, 2014
Petitioner: Dave Goss, SNACC Administrator	Agenda Item: 10
Recommendations: Deliver the monthly technical report to the Board.	

Fiscal Impact:

Background:

Respectfully Submitted:

DAVID L. GOSS
SNACC Administrator

SNACC Technical Report

15-Jan-14

System Status- All channels are on line and there are no system alarms.
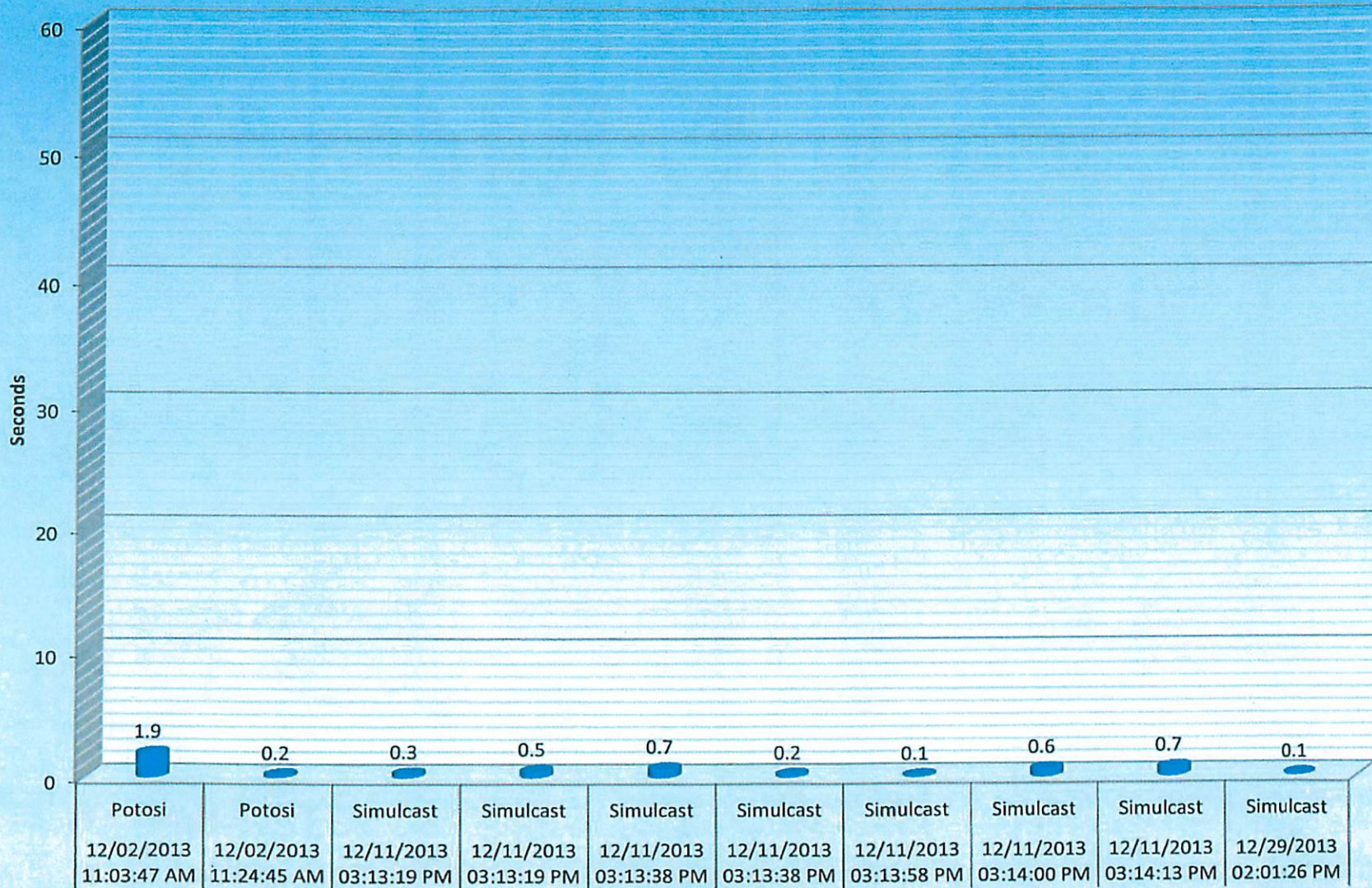
Red Mtn Site- We continue to pursue getting a generator installed for the Red Mountain Site. The City of Boulder City is currently working on a quote for installation.

Mandalay Bay- Permits have been received from Clark County. Mandalay Bay has requested a second job walk of site. This is being arranged with Mandalay project management.

Site Interference- The simulcast Zone was hit by heavy intereference on Tuesday January 7th. This was thought to be a faulty BDA as the control channels were all being affected By the time personell were mobilized to find the source, the interference stopped.

Regional Wireless Cooperative Visit- SNACC was invited to attend meetings with LVMPD to the RWC system in the Metropolitan Phoenix Area. The trip was very informative. The System architecure and administration is very similar to ours. I obtained some very good ideas on improving some documentation procedures, and some things to keep an eye out for on system administration.
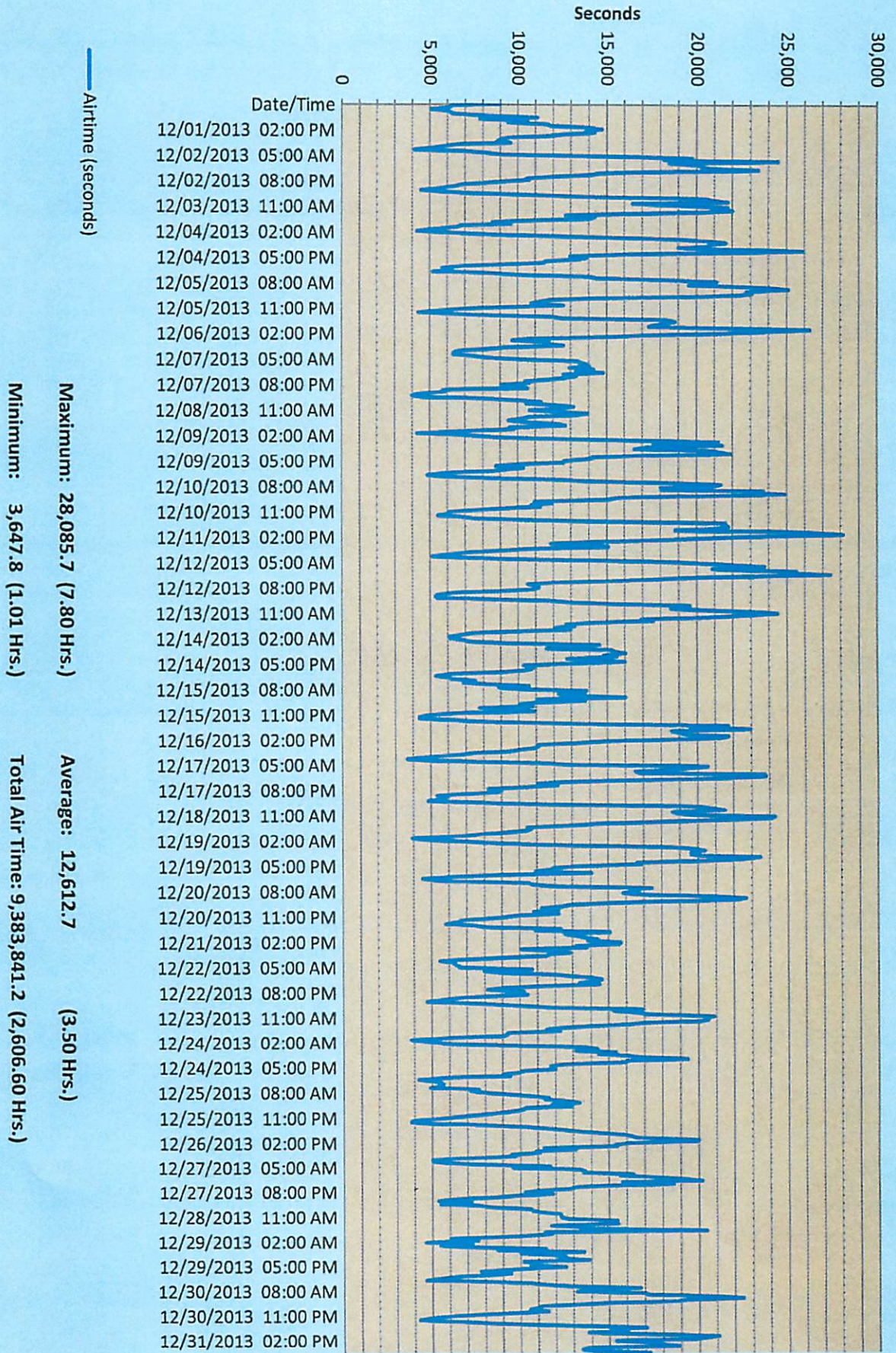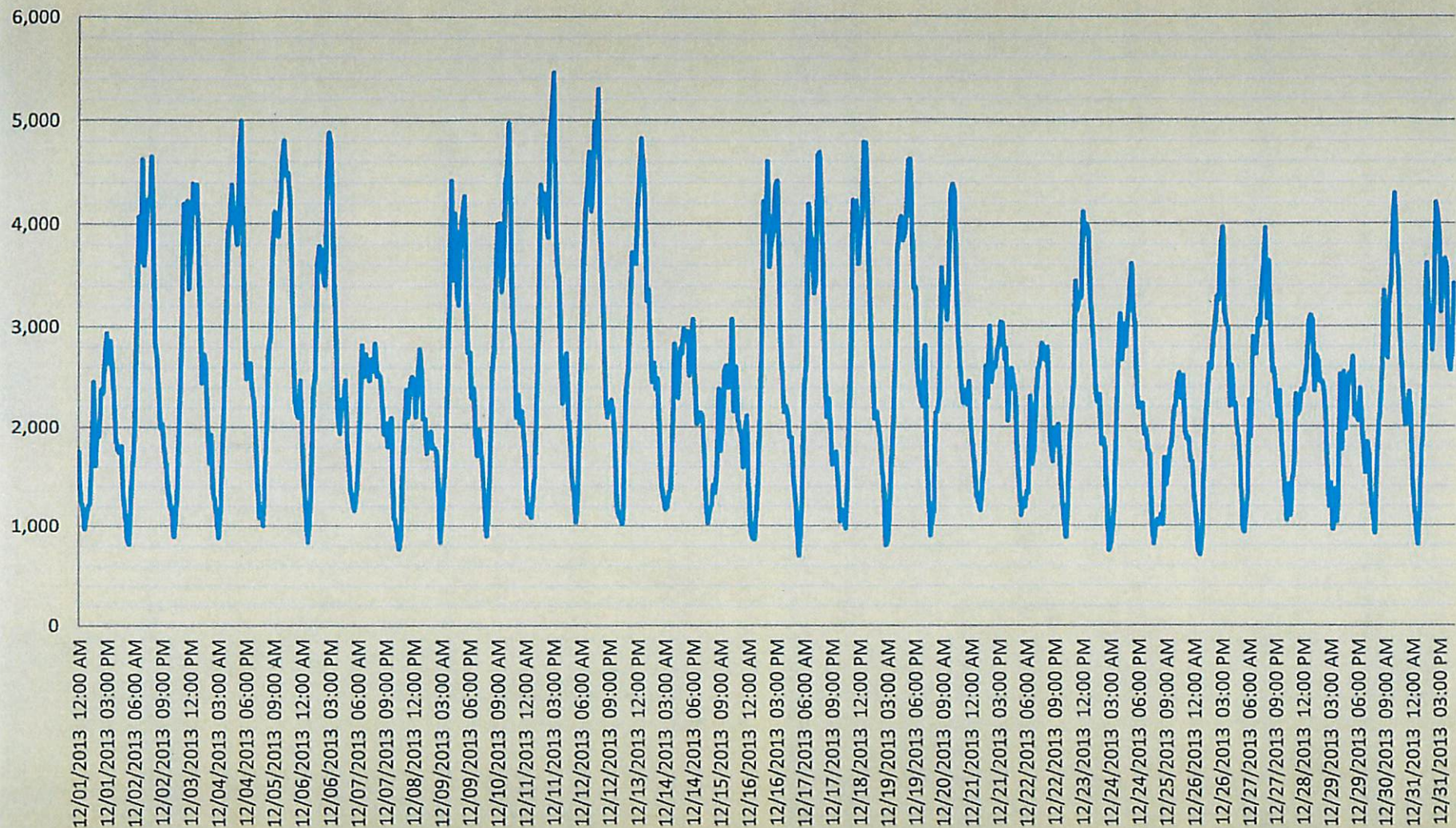
Detailed Busies: Dec. 2013

	Potosi	Potosi	Simulcast	Simulcast	Simulcast	Simulcast	Simulcast	Simulcast	Simulcast	Simulcast
Value	1.9	0.2	0.3	0.5	0.7	0.2	0.1	0.6	0.7	0.1
Date	12/02/2013	12/02/2013	12/11/2013	12/11/2013	12/11/2013	12/11/2013	12/11/2013	12/11/2013	12/11/2013	12/29/2013
Time	11:03:47 AM	11:24:45 AM	03:13:19 PM	03:13:19 PM	03:13:38 PM	03:13:38 PM	03:13:58 PM	03:14:00 PM	03:14:13 PM	02:01:26 PM

■ Dec. 2013

System Site Busies: 10
Total System Busies: 5.3
Average System Busies: 0.53

Airtime (seconds) for Dec. 2013

—— Airtime (seconds)

Maximum: 28,085.7 (7.80 Hrs.)

Minimum: 3,647.8 (1.01 Hrs.)

Average: 12,612.7 (3.50 Hrs.)

Total Air Time: 9,383,841.2 (2,606.60 Hrs.)

Number of PTTs for Dec. 2013

Number of PTTs

Maximum:	5,454	Average:	2,474
Minimum:	700	Total # PTTs:	1,840,809