

Southern Nevada Area Communications Council

MEETING MINUTES

Date: October 20, 2021

Location: Southern Nevada Area Communications Council
6000 E. Rochelle Ave
Las Vegas, NV 89122

Time: 1:30 P.M.

Board members present:

Scott Mazick, Chair	Chris Vasquez, Vice Chair
Frank Milligan	Ed Babauta
Terrance Holmes	Wendy Lotman
Mitchell Maciszak	Issac Henn
Brad Adams	

Call to Order

Public Comment: NONE GIVEN

Unless otherwise stated, items may be taken out of the order presented on the agenda, and two or more items may be combined for consideration. The Board may also remove an item from the agenda or delay discussion relating to an item at any time

1. Approve the October 20, 2021 agenda and the minutes from the August 18, 2021 meeting. (***FOR POSSIBLE ACTION***)
 - Motion was made to approve; motion passed unanimously.
2. Receive the Administrator's report with the inclusion of the SNACC monthly financial reports and budget variances for the months of July and August 2021 and system reports for the months of August and September 2021. (***FOR DISCUSSION***):

SNACC ADMINISTRATOR'S REPORT

OCTOBER 20, 2021

SNACC UPDATES:

We completed the first PM on our 4 large UPS's. 3 of the units had no issues. 1 unit will need a new control board. We are working with Toshiba to get a quote for the part.

RTC has received their new APX radios.

I am having weekly meetings with Motorola about our Simulcast. We are making progress on a new design to better cover the Las Vegas Valley.

I have the statement of work for our Microwave project. We are now waiting to see what the Simulcast redesign looks like since this will impact the microwave statement of work.

BUDGET VARIANCES:

July 2021

1. **Office Space** – Used entire budgeted amount of \$12,000 for SNACC monthly rent for office space.
2. **Vehicle Maintenance** - \$1,027.36 – 5.1% - This is for SNACC vehicles and generators.
3. **Clark County Agreement** - \$3,577 – 7.5% - 1st quarter payment.

August 2021

1. **Overtime** - \$448.20 – 6% - calls that come in after hours and day to day operations.
2. **Mr. Janitorial** - \$350 – 12% - cleaning services
3. **Business Liability Insurance** - \$26,858.41 – over budget by -16.8% due to budgeted amount. This is for the Nevada Public Agency Insurance Plan/POOL PACT, this agreement was ratified by the SNACC Board on the August 18, 2021 meeting.
4. **Operating and Cleaning Supplies** - \$50.27 – 7.1% - Ordered paper products from Brady Holdings.
5. **Electricity** - \$1,968.57 – 12.3% - NV Power and City of BC. This is for our Brooks and Red Mountain Sites.
6. **Telecommunications** - \$1,319.73 – 13.8% - United teleservices, Telecom fee Aug 2021, AT&T CellCo Partnership.
7. **Print/Production** - \$245.10 – 11.3% - Print shop (Business cards for Tech and Administrator) and Konica Minolta Charge for July 2021.

SYSTEM REPORTS:

August 2021

1. **Airtime** – 3040.2 (Hours)
2. **Push-To-Talks** – 2,223,888
3. **Busies** – 85 (1.89 Minutes)

September 2021

1. **Airtime** – 2988.5 (Hours)
2. **Push-To-Talks** – 2,177,596

3. Busies – 84 (2.33 Minutes)

These reports can be found on the SNACC Website: <http://SNACCOOnline.com>

- 3. For the Board to approve the Preliminary Budget for Fiscal Year 2023, this will be presented to the Board by the SNACC Administrator, Jason Manzo. (*FOR POSSIBLE ACTION*):**

Southern Nevada Area Communications Council

Fiscal Year 2023

Preliminary Budget

Presented 10/20/2021

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SNACC – FY23 PRELIMINARY BUDGET: REVENUES

FY22 Revenues - Budgeted	
Radios Fees	\$ 2,899,211
Reimbursement of Console SUAll & Maint	\$ 404,570
Total	\$ 3,303,781

FY23 Revenues-(Preliminary)	
Radios Fees	\$ 2,805,138
Reimbursement of Console SUAll & Maint	\$ 420,082
Total	\$ 3,225,220

- Fiscal year 2023 revenues ~
 - Revenue is decreased 2.4% over fiscal year 2022 budgeted revenues.
 - Annual fee is increased 5.7% to \$311.62 per radio
 - Radio inventory has decreased from 9,642 to 9,547 as of latest Change Order (12).
 - Reimbursement of console maintenance is increased 3% in response to the annual escalation rate as contracted with Motorola

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SNACC – FY23 PRELIMINARY BUDGET: SALARIES and BENEFITS

FY22 Salaries, Wages, and Benefits (Budgeted)	
Salaries	\$ 307,185
Benefits	\$ 144,903
Overtime	\$ 7,500
Call Back	\$ 2,500
Total	\$ 462,088

FY23 Salaries, Wages and Benefits (Preliminary)	
Salaries	\$ 319,472
Benefits	\$ 190,400
Overtime	\$ 7,500
Call Back	\$ 2,500
Total	\$ 519,873

- Fiscal year 2023 salary and benefit budget ~
 - Salaries are increased 12.5% over fiscal year 2022 and include merit adjustments in accordance with labor contracts at the time of preparation of this report. Also, included in this increase is the County's decision to resume an 8~~0~~hour work week.

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SNACC – FY23 PRELIMINARY BUDGET: SERVICES AND SUPPLIES

FY22 Services and Supplies	
FCC licensing assistance	\$ 1,780
Repair, maintain, clean facilities	\$ 2,720
Air Conditioning Service & Repairs	\$ 9,000
UPS maintenance	\$ 5,400
Rack Space Rental at Apex and Suncoast	\$ 8,466
Lease of SNACC offices	\$ 12,000
Elkhorn lease	\$ 6,000
Business Insurance	\$ 23,000
Data Circuit charges	\$ 5,320
Keys	\$ 205
Office, cleaning supplies	\$ 6,400
Hardware and supplies	\$ 13,264
Computer equipment and software	\$ 4,500
Electricity	\$ 16,000
Staff Travel/Training	\$ 10,000
Support, Incl Administrative Support Agrmnt	\$ 48,763
Telecommunications	\$ 4,560
Printing	\$ 2,100
Automotive	\$ 20,000
Total	\$ 199,478

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- Fiscal year 2023 services and supplies budget ~
 - Services and Supplies remained flat YOY.

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SNACC – FY23 PRELIMINARY BUDGET: SUAll and MAINTENANCE

FY22 SUAll and Maintenance	
SUAll for Consoles (reimbursed)	\$ 230,568
Maintenance for Consoles (reimbursed)	\$ 174,002
SUAll for system Infrastructure	\$ 298,881
Maintenance for system Infrastructure	\$ 495,526
Total	\$ 1,198,977

FY23 SUAll and Maintenance (Preliminary)	
SUAll for Consoles (reimbursed)	\$ 230,568
Maintenance for Consoles (reimbursed)	\$ 189,514
SUAll for system Infrastructure	\$ 298,881
Maintenance for system Infrastructure	\$ 510,392
Total	\$ 1,229,355

- Fiscal year 2023 SUAll and Maintenance ~
 - Infrastructure and console maintenance increases are at the contracted annual escalation rate of 3%.

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SNACC – FY23 PRELIMINARY BUDGET: CAPITAL

FY22 Capital - Budgeted	
Capital lease interest	\$ 68,048
Capital lease principal	\$ 514,533
Microwave upgrade	\$ 1,900,000
Replace Vehicle 14236	\$ 75,000
Arden Site AC/Genesis/Device Mgmt	\$ 92,500
Total	\$ 2,557,582

FY23 Capital (Preliminary)	
Capital lease interest	\$ 47,996
Capital lease principal	\$ 534,586
Device Management - licenses for 3,500 addtl radios	\$ 87,500
Simulcast Redesign Project	\$ 1,500,000
Total	\$ 2,170,082

- Fiscal year 2023 capital budget
 - Fiscal year 2023 includes Device Management licenses for 3,500 additional radios and the Simulcast Redesign Project.
- Status of Capital Lease Agreement
 - Original amount of issue in fiscal year 2015: \$4,795,356
 - Final payment date: December of 2024
 - Principal balance at end of fiscal year 2022: \$1,375,782
 - Principal balance at end of fiscal year 2023: \$841,196

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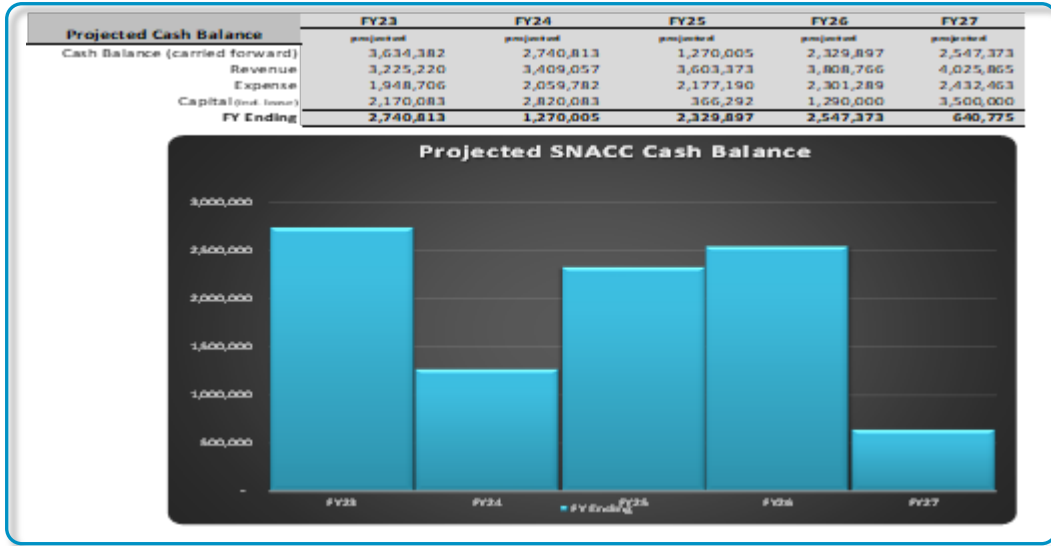
SNACC – FY23 PRELIMINARY BUDGET: FUTURE CAPITAL PROJECTS

5 YEAR CAPITAL PLAN	FY23	FY24	FY25	FY26	FY27
Device Management - licenses for 3,500 addtl radios	\$ 87,500	\$ 87,500			
Simulcast Redesign Project	\$ 1,500,000	\$ 2,000,000			
Device Management - licenses for 3,000 addtl radios		\$ 75,000	\$ 75,000		
Replace vehicle #15722		\$ 75,000			
Device Management - licenses for 10,000 radios				\$ 1,250,000	
Brooks Site Air Conditioners (2x4 Ton Units)				\$ 20,000	
TDMA Migration				\$ 20,000	\$ 3,500,000
	\$ 1,587,500	\$ 2,237,500	\$ 75,000	\$ 1,290,000	\$ 3,500,000

- Proposed Future Capital Projects ~
 - Device Management: This allows for firmware upgrades and is used in conjunction with OTAP. This also automatically tracks codeplug data for each radio on the system.
 - Simulcast Redesign Project – This allows SNACC to expand and align our current radio coverage in the Las Vegas Valley to keep pace with the current growth trend.

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SNACC – FY23 PRELIMINARY BUDGET: CASH BALANCE



- SNACC fund projected cash balance ~
 - With the current capital plan, revenue is expected to increase slightly through fiscal year 2027 with an exception in fiscal year 2024 and 2027.

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SNACC – FY23 PRELIMINARY BUDGET: AGENCY BILLINGS

SNACC FY23 BILLABLE RADIO INVENTORY (Preliminary)					
Member	# Radios	FY 23 Fee	Member	# Radios	FY23 Fee
American Medical Response	341	43,939.00	Henderson Office of Health and Safety	10	3,156.25
Boulder City Fire	34	10,595.24	Henderson Police Department	996	110,378.24
Boulder City Manhole	6	1,869.75	Henderson Utilities	54	16,827.74
Boulder City PD	104	32,408.97	Las Vegas Valley Water Department	552	172,056.86
Clark County School District Attendance Officers	29	9,037.32	SNWA	372	115,924.40
Clark County School District Police	371	115,612.78	Las Vegas Animal Control	13	10,283.62
Clark County Water Reclamation	152	47,366.96	Las Vegas Convention & Visitors Authority	2	623.25
Clark County Department of Aviation	998	311,001.49	Las Vegas Court Manhole	16	11,238.49
Clark County Boulder City Constable	5	1,558.32	Las Vegas Detention & Enforcement	210	67,411.20
Clark County Building & Fire Prevention	50	15,581.24	Las Vegas Fire Department	634	197,570.09
Clark County Coroner	1	311.62	Las Vegas Manhole	183	57,027.33
Clark County Family Services	13	4,051.32	Las Vegas Parking Enforcement	18	11,811.74
Clark County Fire Department	549	171,081.98	Las Vegas Water Pollution Facility (WPGF)	2	623.25
Clark County Constable - Henderson	5	1,558.32	Medic West	92	28,608.88
Clark County - Henderson Justice Court Manhole	12	3,739.50	Mercy Air Arizona	4	1,246.50
Clark County IT	9	2,804.62	Mercy Air Nevada	25	7,790.62
Clark County Juvenile Justice	2	623.25	MGM Resorts International	1	311.62
Clark County Office of Emergency Management	15	4,674.37	Moapa Valley Fire District	1	311.62
Community Ambulance	133	41,646.09	North Las Vegas Fire Department	204	63,570.88
Crossroads of Southern Nevada	1	311.62	North Las Vegas Police Department	932	290,428.81
Ethe Medical Center	1	311.62	Nye County IT	365	114,173.30
Dignity Health - St. Rose Micro	5	1,558.32	Nye County IT/VHF	395	123,700.00
Guardian Title Medical Services	17	5,297.62	Optimus Medicine	6	1,869.75
Healthcare America - SHS ALABAMA ER	1	311.62	Palump Valley Fire Department	13	9,971.99
Healthcare America - SHS LAKES ER	1	311.62	Palump Valley Fire Department VHF	24	1,440.00
Healthcare America - SHS LAS VEGAS ER	1	311.62	Petaluma Tribal Police	14	10,595.08
Healthcare America - SHS SKYE CANYON ER	1	311.62	RTC	1029	320,611.86
Healthcare America - SHS SUNRISE ER	2	623.25	Southern Nevada Health District	75	23,371.86
Henderson Alternative Sentencing	9	2,804.62	Nevada Gaming Control Board	82	25,533.23
Henderson Attorney	5	1,558.32	United States Air Force - Nellis	3	934.87
Henderson Business License	7	2,181.37	Universal Health Services - Blue Diamond	1	311.62
Henderson Code Enforcement	10	3,116.25	Universal Health Services - Green Valley	1	311.62
Henderson Fire	270	84,138.68	University Housing & Residential Life- UNLV	25	7,790.50
Henderson Jail	75	23,371.86	University Parking and Transportation Services	26	8,102.32
Henderson Manhole	26	8,102.34	University Police Services	207	64,505.34

- Agency billings for fiscal year 2023 ~
 - Fees shown above are based on current inventory as of the date of this report. These numbers are provided for budgeting purposes only and are subject to change as inventory numbers change.

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End

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- A motion was made; motion passed unanimously.
4. **Approve the Elkhorn Interlocal Agreement between SNACC and Las Vegas Valley Water District. (FOR POSSIBLE ACTION):**
 - **Jason Manzo** – This agreement went from a Lease Agreement to a Interlocal Agreement, our District Attorney reviewed and found no issues.
 - Motion was made to approve; motion passed unanimously.
 5. **Authorize the SNACC Administrator to replace a 2007 Dodge Ram. (FOR POSSIBLE ACTION):**
 - Motion was made to approve; motion passed unanimously.
 6. **Approve the Device Management Services quote and agreement for 3500 additional licenses for over the air programming. (FOR POSSIBLE ACTION):**
 - Motion was made to approve; motion passed unanimously.
 7. **Approve the amendment of the Resolution of the Administrator. (FOR POSSIBLE ACTION):**
 - **Jason Manzo** – The purpose of this amendment was to include NRS 332.112 to the Resolution of the Administrator just in case there is an emergency with a site or any equipment that cannot wait for a meeting to approve immediately.

- Motion was made to approve; motion passed unanimously.

**8. Approve the proposal for the Red Mountain tower study to see if the tower can hold another microwave.
(FOR POSSIBLE ACTION):**

- Motion was made to approve; motion passed unanimously.

COMMENTS BY THE GENERAL PUBLIC:

NEXT MEETING DATE/ADJOURN:

Next SNACC meeting is on December 6 or 7th of 2021, Daniela will verify.
Meeting adjourned at 2:10 p.m.

Respectfully submitted:

Scott Mazick, Chairman
Attachments

