

JEFFERSON COUNTY EMERGENCY COMMUNICATION DISTRICT

April 20, 2017

MINUTES

The Jefferson County Emergency Communication District Board met at 1:00pm on April 20, 2017, with the following members present:

Tom Maursetter	Ronnie Coleman	Absent: Brad Phillips
Billy John Cureton	Lee Turner	Rob Blevins
Chad Cotter		
Colin McRae		

Chairman Maursetter called the meeting to order. Brad Phillips and Rob Blevins were absent.

Chairman Maursetter called for approval of January 2017 minutes and called for a motion. Ronnie Coleman made the motion to approve. Billy John Cureton seconded the motion; passed unanimously by voice vote.

Financial reports were presented for January 2017 thru March 2017 for approval and opened for discussion. After some discussion of financial reports Chairman Maursetter called for a motion to approve. Lee Turner made the motion to approve. Chad Cotter seconded the motion; passed unanimously by voice vote.

Director Crowther presented Budget Amendments FYE 2017-2. He explained adjustments were made within the budget for overages in line items. The adjustments have no effect on bottom line totals. Chairman Maursetter called for a motion to approve Budget Amendments. Lee Turner made the motion to approve. Colin McRae seconded the motion; passed unanimously by voice vote.

Director Crowther presented for approval a written Internal Controls Procedures Manual as required by the Tennessee Comptroller's Office. Director Crowther explained that these procedures are already in place, and items presented have already been approved by this board, the state board, or the mayor's office. This action complies required information into a written manual. Mayor Palmieri explained that all departments will have to have in place by May of 2017. The manual contains of job descriptions, organization chart, pay scale, responsibility assignments, personnel policy, and current inventory. Chad Cotter made the motion to approve. Ronny Coleman seconded the motion; passed unanimously by voice vote.

January 2017 thru March 2017 Call Addressing Reports were presented for review. Director Crowther went over the report. He stated there were 21,192 phone calls processed and out of those 17,518 were assigned to stakeholders.

Director Crowther informed the Board of Service Awards to be presented to staff. Autumn Cain, Denise Fair and Jennifer Samsel were recognized for 10 years of service. Teresa Masengill and Karen Lee were recognized for 5 years of service. The board expressed their gratitude to all for their service to Jefferson County.

Chairman Maursetter called for any other business by the Director. Director Crowther informed the Board he is currently working on the budget for FYE 2017-2018. County Commission is meeting in May and during this process budgetary figures should be determined. The budget will then be presented to the board for consideration. Director Crowther also updated the board on the radio infrastructures research that is ongoing. He explained that information is being obtained from Motorola to join the state TACN system maintained by the Tennessee Department of Safety. Currently budgetary figures are being completed and he will meet with stakeholders and review that information.

Meeting was adjourned.

Respectfully Submitted
Lee Turner