



Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

October 19, 2017

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on October 19, 2017 at 1:00 p.m. in the Emergency Operations Center, 581 W Old AJ Highway, in New Market, Tennessee.

Board Chairman, Tom Maursetter, presided over the meeting and called the meeting to order. All members were present with the exception of Member(s) Chad Cotter, Rob Blevins, and Lee Turner.

I. Approval of Minutes

The minutes of the Board's June 2017 meeting were reviewed. Member Brad Phillips moved to approve the minutes. Member Colin McRae seconded the motion. The Board voted in favor of adopting and approving the minutes as presented.

II. Financial Report

The financial statement(s) and balance sheet(s) for June 2017 thru September 2017 were reviewed. Director Crowther advised revenue received in June was \$117,224.74 and expenses were \$84,112.21. During the 2016-2017 budget the district received 756.04 more funds than were budgeted and there was \$231,327.51 remaining to expend. During the July thru September period the district received \$269,910.13 in revenue and had \$318,027.67 in expense. The cash balance is \$1,083,567.07 with \$490,665.58 being allocated to capital projects. Member Brad Phillips moved to approve the financial report. Member Colin McRae seconded the motion. The Board voted in favor of adopting and approving the financial reports as presented.

III. Employee Bonus

Director Crowther presented the board with a request for a two percent employee bonus, which was offered to county employees. Jefferson County included 911 in their action and the district will receive funds from the county to cover this expense. Employees would receive two percent of their 2016-2017 earnings and have to be employed as of October 20th 2017. Member Ronny Coleman moved to approve the bonus. Member Brad Phillips

seconded the motion. The Board voted in favor of adopting and approving the two percent bonus as presented.

IV. Pay Scale Update

Director Crowther presented the board with an updated pay scale for the board's consideration. The director explained that the district has been working with the county mayor to update the pay scale to help with recruitment, retention and to be competitive with other communication centers in the region. The updated pay scale will increase the starting pay to \$15.00 per hour. All other job classes will be adjusted from the new starting rate in a similar manner of the current pay scale. Tenure employees will be adjusted so that if they were above the old rate of pay for their position, they would receive the same difference from the new rate of pay. Member Ronny Coleman moved to approve the updated pay scale. Member Billy John Cureton seconded the motion. The Board voted in favor of adopting and approving the new pay scale as presented.

V. Budget Amendment

Director Crowther presented the board with Budget Amendment 2017-2018.1. The amendment would cover payroll expenses for the new pay scale. \$55,278 would be deducted from 4501.00 Depreciation and distributed within the payroll line items. 5004.00 Contributions from Primary Governments was also increased by \$13,354 for the two percent bonus. Director Crowther explained that we have a healthy fund balance, and the district would be conservative with overall expenses to make up the difference in depreciation expenses. It was also explained that the state board could not consider depreciation to confirm a district as "at risk" with changes made to the funding policy. Member Brad Phillips moved to approve the budget amendment. Member Ronny Coleman seconded the motion. The board voted in favor of adopting and approving the budget amendment as presented.

VI. Call and Addressing Report

Call and Addressing reports were reviewed by the board. The communications center has processed 69,048 phone calls and assigned or dispatched 54,754 incidents to public safety agencies year to date. 247 new addresses were assigned year to date. Calls processed has decreased by 4.6% and CAD incidents have increased 4.2%. The increase in CAD incidents is due to more officer initiated incidents being created.

VII. Adjourned