



Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

April 26, 2018

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on April 26, 2018 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) Rob Blevins.

I. Approval of Minutes

The minutes of the Board's January 2018 meeting were reviewed. Member Brad Phillips moved to approve the minutes. Member Chad Cotter seconded the motion. The Board voted in favor of adopting and approving the minutes as presented.

II. Financial Report

The financial statement for the Third Quarter (Jan-Mar 2018) and balance sheet as of March 2018 were reviewed. Director Crowther advised revenue received totaled 266,161.93 and expenses totaled 308,597.11. The cash balance as of the March 2018 balance sheet totaled 1,186,121.38. Member Ronny Coleman moved to approve the financial report. Member Brad Phillips seconded the motion. The Board voted in favor of adopting and approving the financial reports as presented.

III. 2017-2018 Budget Amendment Revision 2

Director Crowther presented the board with budget amendments within the 2017-2018 Budget. These amendments balance out line items within the budget. The revision also budgets for depreciation expenses and does not require use of the fund balance. 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 Amendments as presented.

IV. 2018-2019 Budget

Director Crowther presented the first reading of the 2018-2019 proposed budget for consideration. He explained that the proposal accounts for a 2% salary increase for all employees, an anticipated 5% increase in health insurance, and maintenance support costs for the phone system at the backup center. An increase in county contributions will be requested for these expenses. There is also plans in the budget to upgrade the primary phone system with a hosted solution option. This request will be presented at a future meeting, however the expenses are included in this budget. The budget is balanced using \$67,375 from the fund balance. The fund balance has a healthy total of 751,657.52 as of June 30, 2017. Member Brad Phillips moved to approve the financial report. Member Chad Cotter seconded the motion. The Board voted in favor of adopting and approving the 2018-2018 Budget as presented.

V. Call Report January-March 2018

Director Crowther presented the board with the call report for January – March 2018. The district processed 25,050 phone calls and 16,278 CAD incidents. Member Ronny Coleman asked if agencies with mobile data terminals were using them to process NCIC transactions. Director Crowther advised the board that there has not been a decrease in the number of requests that are being asked of the dispatchers. There was discussion about the procedure for warrant checks and the amount of time that it takes for the dispatchers to process these requests.

VI. Other Business

Director Crowther advised the board that the district has been working with the city of White Pine with their digital radio channels. The Police Department and Fire Department are now operating on digital radios and everything is working well with the project. This event improves radio interoperability within the county because all agencies are utilizes channels in the UHF band. Member Chad Cotter gave appreciation to the staff.

VII. Adjourned