



Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

July 19, 2018

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on July 19, 2018 at 1:00 p.m. in the Emergency Operations Center, 581 W Old AJ Highway, in New Market, Tennessee.

Board Vice-Chairman, Rob Blevins, presided over the meeting and called the meeting to order. All members were present with the exception of Member(s) Tom Maursetter, Brad Phillips and Colin McRae.

I. Approval of Minutes

The minutes of the Board's April 2018 meeting were reviewed. Member Ronnie Coleman moved to approve the minutes. Member Billy John Cureton seconded the motion. The Board voted in favor of adopting and approving the minutes as presented.

II. Financial Report

The financial statement for the Fourth Quarter (Apr-June 2018) and balance sheet as of June 2018 were reviewed. Director Crowther advised revenue received totaled 387,333.79 and expenses totaled 282,886.23. The cash balance as of the June 2018 balance sheet totaled 1,290,403.54. Member Lee Turner moved to approve the financial report. Member Ronnie Coleman seconded the motion. The Board voted in favor of adopting and approving the financial reports as presented.

III. Southern Software Quote – Annual Maintenance/Support CAD and Mapping

Director Crowther presented the board with a quote from Southern Software for consideration. The quote covers 24/7 maintenance and software updates for CAD and Mapping software utilized within the communications center. This is a normal annual expense. Member Ronnie Coleman moved to approve the maintenance and support quote with Southern Software. Member Billy John Cureton seconded the motion. The Board voted in favor of accepting the quote as presented.

IV. Southern Software Quote – Replacement Server for CAD/Mapping/MDIS

Director Crowther presented the board with a quote from Southern Software for consideration to replace the current CAD/Mapping server with one that is larger and more efficient for the added workstations and mobile terminals. Director Crowther explained that this was a critical piece of equipment and it is important to purchase the equipment with the specs provided from the currently vendor to avoid any downtime in operations. Member Lee Turner moved to approve the replacement server quote with Southern Software. Member Chad Cotter seconded the motion. The Board voted in favor of accepting the quote as presented.

V. Geoconex Quote – Annual Maintenance/Support Phone System

Director Crowther presented the board with a quote from Geoconex for consideration for annual support and maintenance on the current phone system. Director Crowther explained to the board that there is a hosted solution as well as a equipment lease option, however this is a new method of operation and it would be best to wait until other districts have this method of operation in place before moving forward. It was recommended to keep the current system in place with annual support and revisit this in next year's budget. Member Billy John Cureton moved to approve the annual maintenance support quote with Geoconex. Member Lee Turner seconded the motion. The Board voted in favor of accepting the quote as presented.

VI. Craine, Thompson & Jones PC Quote – Annual Audit

Director Crowther presented the board with a quote from Craine, Thompson & Jones PC to consider for the district's annual financial audit. Director Crowther explained to the board that the quote is approximately three thousand dollars less than a quote provide from Brown Jake and McDaniel PC, who has done our audit in the past. The consideration for another firm to complete the audit was only a cost saving measure. There have not been any problems in the past. Director Crowther advised the board that he has reached out to Hamblen and Grainger county 911, who currently have their audits completed by Craine, Thompson & Jones PC, and both were very satisfied with the services provided. Director Crowther and Administrative Assistant Pam Springfield have met with a representative and feel that the financial audit will be completed in the same method as in the past. After discussion, Member Chad Cotter moved to approve the quote from Craine, Thompson & Jones PC as presented. Member Billy Jone Cureton seconded the motion. All voted in in favor of the quote as presented, except for Member Lee Turner who voted against. The motion passed.

VII. Budget Amendment FYE 2019-1

Director Crowther presented the board with budget amendments within the 2018-2019 Budget. The amendments balance out the maintenance support for the phone controller and lease/hosted solution. Director Crowther also explained that excess funds (3020.00) from the state are decreasing. Member Lee Turner moved to approve the budget amendments as presented. Member Chad Cotter seconded the motion. The Board voted in favor of adopting and approving the Amendments as presented.

VIII. Call Report Apr-June 2018

Director Crowther presented the board with the call report for January – June 2018. The district processed 48,438 phone calls and 34,353 CAD incidents. Phone Calls processed have increased 3,140 and CAD incidents have decreased 1,868 compared to the same period last year.

IX. Other Business by Director

Member Chad Cotter requested that a radio communications plan be brought before the board outlaying a five-year plan. Member Cotter would like the board to set a path for user agencies to move towards to improve communications in the county. Director Crowther advised the board that he has been working with the leadership of our user agencies and will come up with a couple options for the board to choose from.

Director Crowther presented a plaque to the Honorable Alan Palmieri for his support and dedication to the Jefferson County Emergency Communications District, as this is the last meeting under his administration.

X. Adjourned