



Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

January 24, 2019

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on January 24, 2018 at 1:00 p.m. in the Emergency Operations Center, 581 W Old AJ Highway, in New Market, Tennessee.

Chairman Tom Maursetter presided over the meeting and called the meeting to order. All members were present. Mayor Mark Potts was also present for the meeting.

I. Approval of Minutes

The minutes of the Board's October 19, 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 second quarter (Oct-Dec 2018) and balance sheet as of December 31, 2018 were reviewed. The report shows revenue received totaled 519,191.72 and expenses totaled 289,792.03. The cash balance as of the December 31, 2018 balance sheet totaled 1,397,299.82. Member Brad Phillips moved to approve the financial report. Member Mike Price seconded the motion. The Board voted in favor of adopting and approving the financial reports as presented.

III. Budget Amendment FYE 2019-2

Director Crowther presented the board with Budget Amendment 2019-2. The amendment includes an increase in excess funds at the state level. This increase is due to an accounting adjustment as the collection process has switched to the State Department of Revenue. The increase in funding to the budget was added to payroll lines items to help with overtime and part time staff. It also balances the bottom line of the budget. Member Jeff Coffey moved to approve the Budget Amendment. Member Lee Turner seconded the motion. The Board voted in favor of adopting the Budget Amendment as presented.

IV. Consider 2018-2019 Audit Contract with Craine, Thompson and Jones

Director Crowther presented the board with an audit contract from Craine, Thompson and Jones for the 2018-2019 Audit. The firm completed the previous years audit in a timely professional manner. There were no problems and Director Crowther recommended to continue using Craine, Thompson and Jones. The audit cost will be \$5,250 which is the same as last year. Member Brad Phillips moved to approve the contract. Member Chad Cotter seconded the motion. The Board voted in favor of accepting the audit contract as presented.

V. 2019 Board Meeting Schedule

The board was presented with a schedule of regular meetings for 2019.

VI. Call Handling as a Service (CHAAS)

Director Crowther advised the board that the current phone controller is at the end of life cycle and needs to be replaced. The Call Handling as a Service option which is hosted by ATT and part of the State of Tennessee Next Generation 911 contract is the recommended replacement. The solution is part of the Next Generation 911 build out with ATT and being tested and used for all functions on the network. ATT is our service provider for all lines coming into the center and by using their equipment some of the support issues will be resolved that we have experienced in the past. Director Crowther is requesting that the district move forward with a preliminary site visit to address and review our operation on the hosted solution system. Final approval will be required when the budget is presented to the board. The cost of the service is 8,000 per seat per year. Our center has six positions and the cost would be 48,000 per year. The State Board pays an annual controller subsidy which would cover half of the cost making the total expense 24,000. Member Brad Phillips moved to approve the preliminary site visit. Member Jeff Coffey seconded the motion. The Board voted in favor of as presented.

VII. Radio Communications Plan

Director Crowther presented the board with a Radio Communications Plan outlining the current radio operations and two options for the board to consider. Currently the county operates on an analog system which is overloaded by the large number of emergency responders in the county. The State TACN System has a cost of several million dollars to implement infrastructure that benefits local responders. The end user equipment costs can be 4,000 to 8,000 and the annual service fee is two hundred dollars per unit per year. Landair Communications has a digital system that equals the current infrastructure in the county with potential of added sites, user end equipment that costs 700-1000 per unit and an annual subscription fee of 85.00. Director Crowther has met with Law Enforcement, Fire Service and Emergency Medical Service executives to discuss the options for the county. All recommended that we use the Landair NexEdge digital system to meet the

growing needs of radio communications with the county. Director Crowther advised the board that Director Phillips is making a recommendation to purchase user end equipment as a capital project through the Emergency Management Agency, as the project will benefit all first responders in the county. Member Cotter asks that Landair be present at the next board meeting so that questions could be asked. There would also have to be a contract but together to address some requirements of the system, and meetings with user agencies to get exact equipment counts is required to finalize the cost figures. The current infrastructure will also remain operational adding additional analog channels and serve as a backup system if necessary. Member Chad Cotter made a motion to move forward with the Landair Project drafting a contract for the future approval and asking that they be present at the next board meeting. Member Billy Cureton seconded the motion. The Board voted in favor of moving forward with the Landair Digital system as presented.

VIII. Call Report Jan – Dec 2018

Director Crowther presented the board with the call report for January – December 2018. The district processed 95,676 phone calls and 69,484 CAD incidents.

Director Crowther also presented the board with the 2018 Annual Report. The report shows that Total CAD Incidents for 2018 decreased 1,736. Law Enforcement Users Calls decreased while Fire/Rescue, EMS/EMA and public work calls increased. Total phone calls increased by 3,145. The center averages 74 9-1-1 calls and 188 administrative calls a day. Radio Transmissions increased by 101,073 averaging 1,755 a day. NCIC transactions decreased by 1,782 averaging 294 a day. The annual report shows the importance of the prior actions for Phone and Radio system needs. Address assignments increased by 21% and there were thousands of edits made to ensure we were meeting addressing standards. The staff stays very busy and Director Crowther commends them for their efforts in 2018.

IX. Honorary Resolution 2019-1

The board presented outgoing Member Ronny Coleman with a resolution (2019-1) honoring and thanking him for his service to the board and residents of Jefferson County.

X. Election of Officers – Chairman, Vice-Chairman, Secretary/Treasure

The floor was opened for nomination of Chairman. Member Brad Phillips moved that the current officers (Chairman: Tom Maursetter, Vice Chair: Rob Blevins, Secretary/Treasurer: Lee Turner) remain in place. Member Jeff Coffey seconded the motion. The Board voted in favor of keeping the current officers in place.

XI. Election of Wrecker Committee

Director Crowther advised the board that letters were mailed to all Wrecker companies on the county rotation asking for interest in serving on the Wrecker Committee. Five were

returned back expressing interest in serving. A random selection process was completed, and Steve's Towing was selected as the primary member and Cherokee Towing as the alternate.

XII. Other Business by Director

Director Crowther did not have any additional business. Chairman Maursetter thanked Vice-Chair Rob Blevins and Member Brad Phillips for filing the role while he was out with a medical procedure.

XIII. Adjourned