



# Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

June 13, 2019

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on June 13, 2019 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. Member Chad Cotter, Lee Turner and Colin McRae were absent. All other members were present. Mayor Mark Potts was also present for the meeting.

## **I. Approval of Minutes**

The minutes of the Board's January 24, 2019 meeting were reviewed. Member Brad Phillips moved to approve the minutes. Member Mike Price 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 2019) and balance sheet as of March 31, 2019 were reviewed. The report shows revenue received totaled 272,413.67 and expenses totaled 314,248.30. The cash balance as of the December 31, 2018 balance sheet totaled 1,355,753.08. Member Brad Phillips moved to approve the financial report. Member Jeff Coffey seconded the motion. The Board voted in favor of adopting and approving the financial reports as presented.

## **III. Budget Amendment FYE 2019-3**

Director Crowther presented the board with Budget Amendment 2019-3. The amendment adjusts line items related mostly to payroll to end the fiscal year. There was an adjustment for travel expenses, related to travel expenses for tuition free NENA training opportunities sponsored by the State Emergency Communications Board. Member Brad Phillips moved to approve the Budget Amendment. Member Mike Price seconded the motion. The Board voted in favor of adopting the Budget Amendment as presented.

#### **IV. Consider 2019-2020 Budget for Approval**

Director Crowther presented the 2019-2020 financial plan to the board for review and approval. Within the plan it was requested to move funds from part time to create a full-time position to work a 40-hour Monday thru Friday evening shift to help cover that period on a more regular basis due to call volume. 911 Employees are also included in a 2% salary increase with county employees. If passed by county commission, funding will be included in the county's contribution. Director Crowther requests that if the increase is approved within the county budget, 911 include the increase in employee's salary as the first pay period is July 1<sup>st</sup> for 911 Employees. Director Crowther also reminded the board of a capital purchase for a new phone controller which will be brought before the board at July's meeting. Member Brad Phillips moved to approve the 2019-2020 budget with the 2% salary increase, if passed by the county. Member Rob Blevins seconded the motion. The Board voted in favor of the 2019-2020 budget as presented.

#### **V. Consider Resolution 2019-2 – Resolution in Support of a 9-1-1 Surcharge Rate Restoration**

Director Crowther presented Resolution 2019-2 to the board. Director Crowther explained that TN911 association is presenting a funding Restoration request to the State Board to increase the phone surcharge rate to \$1.50 which was passed by the general assembly in 1998 as an acceptable rate. The state board can make the request to increase the rate to the \$1.50, which is then confirmed by the legislature. If passed this would increase funding for Jefferson County 911 by 243,950. This would be good for the 911 operations within the county and keep from asking local government for additional funding increases. It was further explained that the \$1.16 rate was set because the amount was revenue neutral. However there has not been an increase in revenue since the 2012 funding model and operational expenses have increased. Member Jeff Coffey moved to approve Resolution 2019-2. Member Billy John Cureton seconded the motion. The Board voted in favor of Resolution 2019-2 as presented.

#### **VI. Phone Controller System – Update**

Director Crowther updated the board on the Phone Controller replacement plan. It was learned that the Call Handling as a Service option which was being explored currently does not have an option for the administrative phones utilized on the administrative side of 911 and EMS. Our current vendor, Zetron, has provided a proposal which would allow for the currently controller to be relocated to the backup 911 center, and replace with a completely new system, keeping the PBX in place which currently handles the administrative phones. The proposal being presented is competitive with the Call Handling as a Service. There is also an option with a Motorola Call Works being researched, however the PBX administrative phones are still being reviewed. Director Crowther will bring a proposal back to the board at the July board meeting.

**VII. Radio Communications Plan - Update**

Director Crowther advised the board that the digital Radio/Communications plan with Landair Communications has been presented and passed by the County Budget Committee. The full commission body will vote on the budget on June 27, 2019. At that time, we will learn if the funds to purchase equipment have been approved. We will then meet with Landair representatives and work out the details of providing service to agencies in Jefferson County. Member Phillips added that it will be a long process to switch all department over to the new system but looks forward to the communication improvements this will bring to the county.

**VIII. Call Report Jan – Mar 2019**

Director Crowther presented the board with the call report for Jan-Mar 2019. The district processed 22,147 phone calls and 16,023 CAD incidents.

**IX. Other Business by Director**

Director Crowther presented the board with a copy of the 911 Saves Act. He explained that this act would reclassify 911 professionals as a protected class/ first responder. Currently the US Office of Management and Budget classifies 911 Telecommunicators as clerical staff, however their job is much more valuable and important than the current classification.

The district was audited by the TBI/NCIC audit on April 26, 2019. Director Crowther expressed his appreciation for Operations Manager Melissa Murray, as her responsibilities include being the liaison with the TBI and keeping the district in compliance with NCIC regulations. The staff was also recognized as they complete several thousand transactions throughout the year.

The FBI will be auditing the districts NCIC IT Operations on July 8, 2019.

In May the district participated in a joint communications exercise with JCARES, the county amateur radio group titled “Short Circuit 2019.” A communications failure within the county was simulated and staging points throughout the county were put in place with amateur radio operations and 911 Tactical Dispatchers. Radio and digital communications were passed from the EOC to the staging points where first responders could be provided with calls for service in the event of a communications failure. Director Crowther expressed his appreciation for the professionalism of Dan O’Donovan and the JCARES team as they were identified as valuable communications resources for the county.

Director Crowther advised the board of a vacancy on the wrecker committee. A Wrecker committee meeting will be scheduled with invitation to all companies on the rotation list. Operational procedures will be reviewed with the companies. At that meeting those interested in serving on the committee will be polled and a member will be selected at the July Board Meeting.

**X. Adjourned**