



Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

July 25, 2019

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on July 25, 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 Mike Price was 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 June 13, 2019 meeting were reviewed. Member Brad Phillips moved to approve the minutes. Member Lee Turner 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 2019) and balance sheet as of June 30, 2019 were reviewed. The report shows revenue received totaled \$389,573.05 and expenses totaled \$302,116.49. The cash balance as of the December 31, 2018 balance sheet totaled \$1,290,403.54. Member Lee Turner 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. 2019-2020 Budget Amendment 1

Director Crowther presented the board with 2019-2020 Budget Amendment 1. The amendment adjusts payroll related lines and contributions from Jefferson County add a two percent salary increase, which county employees received. Member Brad Phillips moved to approve the Budget Amendment. Member Colin McRae seconded the motion. The Board voted in favor of adopting the Budget Amendment as presented.

IV. Interlocal Agreement with Jefferson County (2019-2020)

Director Crowther presented the board with an 2019-2020 Interlocal Agreement between Jefferson County Emergency Communications District and Jefferson County Tennessee. Member Chad Cotter moved to approve the Interlocal Agreement. Member Colin McRae seconded the motion. The Board voted in favor of the Interlocal Agreement as presented.

V. Consider Quote from GeoConex – Zetron Max Phone Controller

Director Crowther presented a quote from GeoConex to upgrade hardware equipment in the existing phone controller equipment. The total cost is \$224,147.90. This project will replace all hardware within the 9-1-1 center, which is currently been in operation for seven years. The existing hardware will then be moved to the backup center. Member Brad Phillips moved to approve Quote. Member Chad Cotter seconded the motion. The Board voted in favor of the Zetron Max Phone Controller Quote as presented.

VI. Consider Agreement with Landair Communications – Nexedge Trunked Digital Radio

Director Crowther presented the board with a Public Safety Subscriber Terms and Conditions Agreement with Landair Communications. This agreement outlines the details to subscribe to the Nexedge Trunked Digital Radio System. Quote #2335 outlines the subscriber user fee at \$7.06 per radio (on the system) for a three-year period. Mr. Mike Jenkins, with Landair Communications, was present to answer questions. Member Chad Cotter asked what would happen if a user decided to discontinue service. Section 1C of the agreement outlines that a 30-day cancellation notice is needed, and the equipment should be de-programmed at no charge. Departments that are not on the system must return any county owned radios, as an agreement will be drafted by the county and the users, outlining specific details. Member Billy John Cureton asked about the user fee being paid for radios that are not issued to members. The board was advised that Director Phillips, EMA and Director Crowther will meet with department heads and firm up radio numbers to avoid unnecessary user fees for radios that are not being used. It is important that departments only obtain the radios necessary for operations, as individual departments are responsible for the user fee. Member Lee Turner moved to approve agreement with Landair Communications. Member Colin McRae seconded the motion. The Board voted in favor of the agreement as presented.

VII. Consider Quote(s) from Landair Communications – Dispatch Center Nexedge Channel additional into the Radio Console and Tower

Director Crowther presented the Board with three quotes (#2338,2309,2331) from Landair Communications to update the radio consoles in dispatch and tower additions for the added digital radio channels. The current consoles require additional lines to handle the added channels. There is also backroom equipment and tower antennas that are required.

The attached quotes cover equipment and installation expense. This project will be expensed as a capital project, using funds from the fund balance. It will create a depreciation expense over a five-year period. A depreciation expense schedule was provided to the board for review. Member Brad Phillips moved to approve all quotes with Landair Communications. Member Lee Turner seconded the motion. The Board voted in favor of the quotes as presented.

VIII. Consider Lease – WIMZ Blaine Tower Site, Strawberry Plains and Northside Radio Coverage Improvements

Director Crowther explained to the Board that a contract is being drafted with WIMZ to rent space on their Blaine tower site to improve radio coverage in Strawberry Plains and the Northside of Jefferson County. The contract was not available at the time of the board meeting; however, the Director explained that we would be leasing space at the height of 400 feet for three antennas and a microwave link. Rack space inside the secure building is also being provided. The building is secured by a fence and the building is in good condition. The building also has generator power if needed. The lease will cost \$20,000 per year for 10 years with a two percent annual increase. The Director requested action be taken as detailed and allow the contract to be approved upon being received to avoid any delays in the project. Once received it will be emailed to the Board for review. The Board was also provided with a coverage map that shows how the tower will improve radio coverage. Funds will be used from the fund balance for the added expense. Member Jeff Coffey moved to approve all contract with WIMZ. Member Brad Phillips seconded the motion. The Board voted in favor of the contract details as presented.

IX. 2019-2020 Budget Amendment 2

Director Crowther presented the Board with 2019-2020 Budget Amendment 2. The amendment added funds for the WIMZ radio tower lease and depreciation expense for the radio upgrades to the dispatch consoles. Member Brad Phillips moved to approve the Budget Amendment. Member Lee Turner seconded the motion. The Board voted in favor of adopting the Budget Amendment as presented.

X. Wrecker Committee Report

Director Crowther provided the July 9, 2019 Wrecker Committee meeting minutes to the Board for review. Sheriff Coffey was nominated as the Chairman of the committee and was requested to speak on the recommendations of the committee. The committee recommended that the Jefferson County 911 policy be revised as follows:

A towing company on the 9-1-1 rotation is allowed to utilize resources such as a wheel lift, or other truck on the approved list, to safely open the roadway as quickly as possible. The towing company on rotation can remove all vehicles involved, which they are capable and/or have the equipment to do so in a timely manner. In the event that the called

company is not capable of removing additional vehicles the next company on rotation will be utilized. Member Brad Phillips moved to approve the policy revision as recommended by the wrecker committee. Member Chad Cotter seconded the motion. Member Billy John Cureton abstained, the remaining Board members voted in favor of adopting the wrecker policy revision as presented. This policy will be effective August 1st, which gives time to notify the law enforcement agencies and wrecker companies.

Members of the wrecker community provided the committee with some minor issues that were taking place and Sheriff Coffey took those complaints back to the Chief Law Enforcement officials for discussion. None of the items discussed could be resolved with 9-1-1 policy.

The board was also advised that the committee is looking at a second rotation that would be for motorist assists. The details are still in discussion.

XI. Election of Wrecker Committee Member – Towing Company Representative

The Board also advised that there were four representatives from the wrecker committee interested in serving the committee as the alternate wrecker member. A random selection was completed, and David Brooks (of Supreme Towing) was selected without any objection to serve as the alternate wrecker member to the committee.

XII. Call Report Jan – June 2019

Director Crowther presented the Board with the call report for Jan-June 2019. The district processed 46,170 phone calls and 34,072 CAD incidents. There were 310,402 radio transmissions completed.

XIII. Other Business by Director

Director Crowther advised the Board that a letter was received from Craine, Thompson & Jones, PC. advising that Terry Winstead was leaving the company. Winstead completed the districts audit last year and the Director recommended that the contract be moved to his new firm, Henderson, Hutcherson & McCullough. There will be no change in details of the contract or the cost. A copy of the contract is expected the week of August 5th, however Director Crowther requested that action be taken to accept the contract, if the details and price are the same, to avoid any delays in the completion of the district's financial audit. Member Brad Phillips moved to accept the contract. Member Lee Turner seconded the motion. The Board voted in favor of accepting the contract with Henderson, Hutcherson & McCullough as presented.

XIV. Adjourned