



Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

January 16, 2020

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on January 16, 2020 at 1:00 p.m. in the Emergency Operations Center, 581 W Old AJ Highway, in New Market, Tennessee.

Vice Chairman Rob Blevins presided over the meeting and called the meeting to order. Chairman Tom Maursetter and Member Jeff Coffey were absent. All other members were present.

I. Approval of Minutes

The minutes of the Board's October 24, 2019 meeting were reviewed. Member Chad Cotter 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 Second Quarter (Oct-Dec 2019) and balance sheet as of December 31, 2019 were reviewed. The report shows revenue received totaled \$452,547.62 and expenses totaled \$303,792.91. The cash balance as of the December 31, 2019 balance sheet totaled \$1,258,040.64. Member Lee Turner 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. 2019-2020 Budget Amendment 3

Director Crowther presented the Board with 2019-2020 Budget Amendment 3. The amendment includes more excess revenue than was projected and balances payroll line items as well as small equipment. The bottom-line balance is unchanged. Member Chad Cotter moved to approve the budget amendment. Member Colin McRae seconded the motion. The Board voted in favor of adopting and approving the budget amendments as presented.

IV. Signature Card Update – Home Trust Bank

Director Crowther advised the board that Melissa Murray will replace Pam Springfield, who retired, as Administrative Assistant to the Director. The signature card at Home Trust

Bank needs to be updated to include Chairman Tom Maurestter, Director Justin Crowther, and Administrative Assistant Melissa Murray. Pam Springfield will be removed. Member Mike Price moved to approve the signature card update. Member Colin McRae seconded the motion. The Board voted in favor of updating the signature card as presented.

V. Consider Audit Report FYE2019 for Approval

Director Crowther presented the board with the Audit Report for FYE 2019 issued by Henderson, Hutcherson & McCullough, PLLC. There were no findings in the audit report. Net position was positive \$119,980. The district is within normal operations and the auditor did not have any issues that were brought to our attention. Member Mike Price moved to approve the Audit Report. Member Lee Turner seconded the motion. The Board voted in favor of adopting and approving the audit report as presented.

VI. Director Crowther presented the Board with the call report for Jan-Dec 2019. The district processed 103,060 phone calls and 67,601 CAD incidents. There were 499,395 radio transmissions completed.

VII. Honorary Resolution 2020-1 was presented to Teresa Hill, honoring her for her service and dedication to Jefferson County. Hill was the recipient of the Telecommunicator of the Year award at the annual Tennessee Emergency Number Association's annual conference.

VIII. Honorary Resolution 2020-2 was presented to Pam Springfield, honoring her for her service and dedication to Jefferson County. Springfield served as the Executive Assistant to the Director and retired after twelve years of service with Jefferson County.

IX. Other Business by Director

Director Crowther presented the board with the 9-1-1 annual report for 2019. There was discussion on each section of the report.

X. Adjourned