



# Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

April 16, 2020

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on April 16, 2020 at 1:00 p.m. The meeting was held virtually using Webex Software, as approved in Governor Bill Lee's Executive Order #15. There were no requests from the public to attend the meeting.

Chairman Tom Mauresetter presided over the meeting and called the meeting to order. All Members were present to the meeting. Member Cureton arrived after roll call was completed.

## **I. Approval of Minutes**

The minutes of the Board's January 2020 meeting were reviewed. Member Mike Price moved to approve the minutes. Member Chad Cotter seconded the motion. The Board voted in favor of adopting and approving the minutes as presented.

*(Roll Call Vote: 8 Aye 0 No)*

## **II. Financial Report**

The financial statement for the third quarter (Jan-Mar 2020) and balance sheet as of March 31, 2019 were reviewed. The report shows revenue received totaled \$276,631.89 and expenses totaled \$329,664.92. The cash balance as of the March 31, 2020 balance sheet totaled \$1,205,982.86. Member Brad Phillips moved to approve the financial report. Member Lee Turner seconded the motion. The Board voted in favor of adopting and approving the financial reports as presented.

*(Roll Call Vote: 8 Aye 0 No)*

## **III. 2019-2020 Budget Amendment 4**

Director Crowther presented the Board with 2019-2020 Budget Amendment 4. The amendments clean up line items as we get close to the end of the year. The bottom-line balance is unchanged. Member Lee Turner moved to approve the budget amendment. Member Jeff Coffey seconded the motion. The Board voted in favor of adopting and approving the budget amendments as presented.

*(Roll Call Vote: 8 Aye 0 No)*

#### **IV. Consider the Financial Budget for 2020-2021**

Director Crowther presented a financial budget for 2020-2021 to the board for approval. Within the budget there is an increase in excess revenue as the State legislature approved the phone surcharge rate to be increase to \$1.50. Jefferson County is estimated to receive \$264,800 in additional revenue. The budget includes salary and benefit expenses for two additional telecommunicators. Director Crowther requested the board to approved 21,000 to Southern Software for support expenses related to CAD, Mapping and MDIS software, 20,400 to Midwest Communications for Tower Rental space for the new radio system, 10,000 for PSAWARE which is a CAD interface mobile application that all first responders will have access to view calls for service data, 11,000 to Hyper Reach for Emergency Notification Software which will allow alerts to be sent out to the community in times of emergency or other events and a capital project expense of 50,000 to APCO for Intellicomm Guidecards, which will interface with our CAD to provide call takers with electronic guide cards when interrogating callers. There are no salary changes within this proposal, however, Director Crowther requested that district employees receive an increase in the event that county employees receive an increase. Member Brad Phillips moved to approve the budget. Member Lee Turner seconded the motion. The Board voted in favor of adopting and approving the budget for 2020-2021 as presented.

*(Roll Call Vote: 8 Aye 0 No)*

#### **V. Consider Quote from Ford of Murfreesboro**

Director Crowther presented the board with a quote for a 2020 Ford Explorer. The vehicle is on state contract with Ford of Murfreesboro and would replace an older model vehicle. The total cost of the vehicle is \$34,006.00. Member Mike Price moved to approve the quote. Member Jeff Coffey seconded the motion. The Board voted in favor of accepting the quote as presented.

*(Roll Call Vote: 8 Aye 0 No)*

#### **VI. Resolution 2020-3, Declaring Surplus Property**

Director Crowther presented the board with resolution 2020-3 which declares a 2001 Chevrolet Blazer as surplus property. Member Brad Phillips moved to approve Resolution 2020-3. Member Chad Cotter seconded the motion. The Board voted in favor of approving resolution 2020-3 as presented.

*(Roll Call Vote: 8 Aye 0 No)*

#### **VII. Call Report Jan-Mar 2020**

The call report for Jan-Mar 2020 shows that 31,729 phone calls were processed. This is an increase of 43% over the same period last year. There were 15,333 calls assigned to public safety agencies which is a 4.3% decrease for the same time last year. Officer initiated activity is down as well. Many of the phone calls that are received are being handled without being assigned to an agency. There is an increase in information requests from the public related to COVID-19. The board was presented with a breakdown of calls assigned to agencies. The district assigned 81 addresses and 1 new road was established. The radio system processed 164,426 radio transmissions.

### **VIII. RESOLUTION 2020-4 HONORARY RESOLUTION**

Honorary Resolution 2020-4 was presented to the board for consideration. Member Phillips made the motion to approve. The resolution failed due to lack of second.

### **IX. ELECTION OF VICE CHAIRMAN**

The vice-chairman position on the board was opened for consideration, as the past vice-chair's term on the board has expired. Member Brad Phillips made a motion to consider Sheriff Coffey as vice-chair. Member Chad Cotter seconded the motion. The Board voted in favor of electing Sheriff Coffey as the vice-chair for the remaining term, which expires in January of 2021.

*(Roll Call Vote: 9 Aye 0 No)*

### **X. OTHER BUSINESS BY THE DIRECTOR**

Director Crowther informed the board that this week is National Telecommunicator Week. There will be a dinner at a later time to recognize the staff. The board will be invited to that event.

The board was informed of operations related to the COVID-19 pandemic. The center is locked down to essential staff only. Staff is being monitored for any signs and/or symptoms. All Callers are being interrogated related to COVID-19 symptoms or travel history so that first responders could be made aware. The district does receive information related to patients within the county who have tested positive for the virus, and those individuals address is flagged within the system in the effect a call for service is received at their residence.

Sheriff Coffey informed the board that he received a call from a Putnam County Sheriff's Office Major, who oversees dispatch operations within Putnam County, he wanted to express his appreciation for care packages that Jefferson County dispatchers sent to during the recent tornadoes.

### **XI. ADJOURN**

Member	Roll Call	Jan Minutes	Financial Report	Budget Amendment	20-21 Budget	Ford Quote	Surplus Resolution	Call Report	Honorary Resolution	Vice Chair
Member Phillips	Aye	Aye	Aye	Aye	Aye	Aye	Aye			Aye
Member Cureton										Aye
Member Coffey	Aye	Aye	Aye	Aye	Aye	Aye	Aye			Aye
Member Cotter	Aye	Aye	Aye	Aye	Aye	Aye	Aye			Aye
Member Turner	Aye	Aye	Aye	Aye	Aye	Aye	Aye			Aye
Member McRae	Aye	Aye	Aye	Aye	Aye	Aye	Aye			Aye
Member Price	Aye	Aye	Aye	Aye	Aye	Aye	Aye			Aye
Member Ballinger	Aye	Aye	Aye	Aye	Aye	Aye	Aye			Aye
Chairman Mauresetter	Aye	Aye	Aye	Aye	Aye	Aye	Aye			Aye
Motion		Price	Phillips	Turner	Phillips	Price	Phillips		Phillips	Phillips
Second		Cotter	Turner	Coffey	Turner	Coffey	Cotter		NONE	Cotter