



# Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

January 21, 2021

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on January 21, 2021 at 1:00 p.m. The meeting was held virtually using Zoom Software, as approved by Governor Bill Lee's Executive Order. There were no requests from the public to attend the meeting.

Vice-Chairman Chad Cotter presided over the meeting and called the meeting to order. Chairman Jeff Coffey, Member Brad Phillips, and Billy John Cureton was absent. Member Mike Price arrived at the meeting after role call.

## **I. Approval of Minutes**

The minutes of the Board's November 19, 2020 meeting were reviewed. Member Turner moved to approve the minutes. Member Gibson seconded the motion. The Board voted in favor of adopting and approving the minutes as presented.

*(Roll Call Vote: 5 Aye 0 No)*

## **II. Financial Report**

The financial statement for the second quarter (October - December 2020) and balance sheet as of December 31, 2020, were reviewed. The report shows revenue received totaled \$531,227.11 and expenses totaled \$375,222.73. The cash balance as of the December 31, 2020 balance sheet totaled \$1,205,351.63. Member Turner moved to approve the financial report. Member Ballinger seconded the motion. The Board voted in favor of adopting and approving the financial reports as presented.

*(Roll Call Vote: 5 Aye 0 No)*

## **III. 2020-2021 Budget Amendment #1**

Budget Amendment 1 was presented to the board. Director Crowther explained to the Board that there were Section 130 funds remaining at the State which were distributed. These funds were not included in our initial budget. Account 3020 increased by 79,463. Jefferson County also increased their contribution amount for 3% employee raises. This amount totaled 33,986. Payroll related accounts (4001 through 4108) were adjusted for the 3% salary increase. There were also adjustments made to the payroll accounts to assist with overtime and shift coverage related to COVID-19. Member Ballinger moved to approve the budget amendment. Member Turner seconded the motion. The Board voted in favor of adopting and approving the budget amendment as presented.

*(Roll Call Vote: 5 Aye 0 No)*

## **IV. Interlocal Agreement with Jefferson County**

At the last meeting the board requested that Interlocal Agreements be drafted and presented to the municipal governments which the district provides service to. Interlocal agreements for the cities of Jefferson City, Dandridge, New Market and White Pine were presented for approval. Director Crowther explained that this are the same agreements as the district has with Jefferson County with no contribution amounts attached. They would be required to be presented each fiscal year. Member McRae made a motion to approve the resolution. Member Gibson seconded the motion. The Board voted in favor to approve the Interlocal Agreement as presented.

*(Roll Call Vote: 5 Aye 0 No)*

**V. Employee Handbook**

The board was presented with a new updated Employee Handbook, which will replace Chapter 1 of the current policy and procedure manual (Personnel Policies). The handbook is similar to the Jefferson County Employee handbook, with minor changes specific to the Emergency Communications District. Director Crowther advised the board that our Human Resource consultant has reviewed the handbook and the only recommendation that was provided was to limit sick leave to a specific amount. Currently there is not a limit to sick leave as the unused balance transfer to TCRS retirement upon an employee retiring. This is the same policy which Jefferson County has in place and the director recommended keeping it in place. Mayor Potts confirmed that the county was still following that policy and explained that it was thought of as a benefit for not using sick leave.

Member Turner made a motion to approve the Employee Handbook. Member McRae seconded the motion. The Board voted in favor to approve the Employee Handbook as presented.

*(Roll Call Vote: 5 Aye 0 NO)*

**VI. Call Report Jan-Dec 2020**

The call report for Jan-Dec 2020 shows that 133,301 phone calls were processed. There were 62,565 calls assigned to public safety agencies. There were 665,100 radio transmission for the year. Director Crowther advised the board that the End of Year report is still in progress, as information from the TBI is still pending. Once it is completed it will be emailed to the board for review and questions.

**VII. Other Business by the Director**

Director Crowther did not have any additional business. Mayor Potts was granted the floor and asked if the Families First Coronavirus Relief Act (FCRA) extension was considered. It was learned that County Commission just passed the extension for County Employees. Upon further discussion Member Turner made a motion to suspend the rules to take action since the item was not on the agenda. Member Price seconded the motion. The Board voted in favor of suspending the rules.

*(Roll Call Vote: 6 Aye 0 NO)*

Member Turner made the motion to provide employees with local coronavirus relief that will extend paid leave to employees through March 31, 2021, using the qualifying reasons and paid leave entitlements of Families First Coronavirus Relief Act (FCRA) with the exception of the expanded FMLA. Employees shall not receive more that 10 days total for the period April 1, 2020 – March 31, 2021. This would-be retroactive beginning January 1, 2021. Member Price seconded the motion. The Board voted in favor to approve as presented.

*(Roll Call Vote: 6 Aye 0 NO)*

**VIII. Adjourn**

Member Ballinger made a motion to adjourn. Member Turner seconded the motion. The meeting was adjourned.