



Jefferson County Emergency Communications

Meeting Minutes

Jefferson County 911 Emergency Communications Board

November 9, 2021

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on November 9, 2021, at 1:00 p.m. at the Jefferson County Emergency Services Center.

Chairman Jeff Coffey presided over the meeting and called the meeting to order. All members were present.

I. Approval of Minutes

The minutes of the Board's July 15, 2021, meeting was reviewed. Member Phillips moved to approve the minutes. Member Ballinger seconded the motion. The Board voted in favor of adopting and approving the minutes as presented.

II. Financial Report

The financial statement for the first quarter (July-September 2021) and balance sheet as of September 30, 2021, were reviewed. The report shows revenue received totaled \$165,985.02 and expenses totaled \$439,303.91. The cash balance as of the September 30, 2021, balance sheet totaled \$1,187,476.59. Member Price moved to approve the financial report. Member Cotter seconded the motion. The Board voted in favor of adopting and approving the financial reports as presented.

III. Consider Additional Staff

The board was presented with a staffing plan which would add three additional dispatchers to the district's operations. This additional expense would be paid for by using funds from the fund balance not to exceed the depreciation expense line on the budget. There was discussed as to why additional staff was necessary. It was also noted that staffing study using the NENA/APCO survey could suggest 25-30 positions per shift. Member Phillips moved to approve adding three additional dispatchers as presented. Member Turner seconded the motion. The Board voted in favor of approving the additional staff.

IV. 2021-2022 Budget Amendment #1

Budget Amendment 1 was presented to the board. Director Crowther explained to the Board that county employees received a five percent salary increase. The additional staff was also added to payroll expenses. Adjustment to payroll expenses were made as well as increasing line 4305 where a typo was made on the original budget. Member Phillips moved to approve the budget amendment. Member Cotter seconded the motion. The Board voted in favor of adopting and approving the budget amendment as presented.

V. Consider Financial Audit FYE 2021

The board was presented with a draft financial report ending year 2021. Within the report it was noted that there was a positive change in net position which means a healthy financial position. There were no findings within the report. Member Cotter moved to accept and approve the financial audit as presented. Member Gibson seconded the motion. The Board voted in favor of accepting and approving the financial Audit for FYE 2021.

VI. Consider extending Local Coronavirus Relief

Director Crowther requested the board consider extending the Local Coronavirus Relief that would extend paid leave to employees through October 31, 2021, using qualifying reasons and paid leave entitlements of Families First Coronavirus Relief Act (FCRA) except for the expanded FMLA. This was approved by county commission for county employees, and the request was to extend the same for 9-1-1 Staff. This would be 12 days paid for staff would have not been absence during the prior period when the plan was in place. Member Turner moved to approve the Local Coronavirus Relief as presented. Member Phillips seconded the motion. The Board voted in favor of approving the Local Coronavirus Relief.

VII. Monthly 9-1-1 Reports for July, Aug, Sept.

Monthly reports for July, August and September were present to the board for review.

VIII. 2022 Board of Directors Regular Meeting Schedule

The board was presented with the 2022 Board of Directors Regular Meeting Schedule

IX. Other Business by Director

The board was advised that Member Colin McRae was transferred to the hospital in Knoxville and has resigned from his position on the board. Mayor Potts also received a copy of the notice and will work on a replacement member.

X. Adjourn

Member Cotter made a motion to adjourn and it was seconded by Member Phillips.