



# Jefferson County Emergency Communications

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Meeting Minutes

Jefferson County 911 Emergency Communications Board

January 26, 2023

The Jefferson County 911 Emergency Communications Board convened a regularly scheduled meeting on January 26, 2023, at 1:00 p.m. at the Jefferson County Emergency Services Center.

Vice Chairman Chad Cotter presided over the meeting and called the meeting to order. Member Cureton and Coffey were absent for the meeting.

## **I. Approval of Minutes**

The minutes of the Board's October 27, 2022, meeting was reviewed. Member Phillips moved to approve the minutes. Member Gibson 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 2022) and balance sheet as of December 31, 2022, were reviewed by the board. Revenue totaled 735,543.72 and expenses totaled 583,642.08. The cash balance as of the December 31, 2022, balance sheet totaled \$1,524,539.44. Member Turner moved to approve the financial report. Member Phillips seconded the motion. The Board voted in favor of adopting and approving the financial reports as presented.

## **III. Old Business**

The board was advised that the Mission Critical Cyber Security Project was completed, and network security protocols were in place to monitor our network. Equipment was received this week for the Rapid SOS Premium and it will be put into service next week. The Command Vehicle is still ordered but not scheduled, we are still waiting on Ford to start production.

## **IV. 2022-2023 Financial Audit for Review**

The board was presented with the completed 2022-2023 audit report for review. The audit was completed with no findings reported. Member Gibson moved to approve the financial audit. Member Phillips seconded the motion. The Board voted in favor of adopting and approving the financial audit as presented.

## **V. Updated Pay Schedule**

The board was presented with a recommend updated pay schedule for each position within the department. This recommendation is competitive and in line with other districts in our area, size, and similar operations. There have been several unfilled positions and the hope is that this pay schedule will help with recruitment as well as keep tenure staff, as other districts are also recruiting for open positions. The plan does cut two full-time positions and allows for part-time positions to cover busy operational periods. The plan does account for adjustments to current staff as well. After brief discussions Member Turner moved to approve the pay scale. Member Phillips seconded the motion. The Board voted in favor of adopting and approving the pay scale as presented.

**VI. Tennessee Department of Forestry Lease and Easement Agreement**

The board was presented with a Lease and Easement Agreement for property on Fire Tower Road where the communications tower is located. Director Crowther explained that there is no agreement on file between the district and Department of Forestry where are communications building and tower is located. It is recommended that the agreement is adopted to better protect the district and allow for a new communications tower to be put in place to improve radio communications. Member Phillips moved to approve the agreement. Member Gibson seconded the motion. The Board voted in favor of adopting and approving the agreement as presented.

**VII. 2023-2024 Budget Discussion**

The board was presented with a preliminary budget for 2023-2024. As presented the budget is balance by using 135,262 from fund balance. There is a depreciation expense of 90,000. County departments are figuring a Cost of Living Salary increase and four percent health insurance increase assumption in this years budget. Those figures will be presented to county finance.

**VIII. 9-1-1 Activity 2022 Review and Discussion**

2022 Phone calls process were down 2.92% from last year. Cad incidents had a slight increase of 0.29%. Radio transmissions were up 0.18%. Fire dispatch times (From call Received to tone out), quality assurance, T-CPR and Mapping Addressing reports were reviewed.

**IX. Other Business by Director**

Director Crowther informed the board that Law Enforcement in the county have applied for a grant which would allow them to purchase P-25 radios to operate on the TACN radio system. This grant opportunity is solely for Law Enforcement at this time, but it is possible EMS and Fire Services could apply in the future. There was discussion reference inoperability within the county and costs associated to the operations on the system.

**X. Adjourn**

Without Objection the meeting was Adjourned.