



# Jefferson County Emergency Communications

Executive Director Justin Crowther

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Meeting Minutes

Jefferson County 911 Emergency Communications Board

September 7, 2023

The Jefferson County 911 Emergency Communications Board had a regular meeting on September 7, 2023, 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. Member Phillips was not present for the meeting.

## **I. Minutes for Approval**

The minutes of the Boards April and June 2023 meeting were reviewed. Member Gibson moved to approve the minutes. Member Cotter seconded the motion. The Board voted in favor of adopting and approving the minutes as presented.

## **II. Financial Report**

The financial reports for July 2023, August 2023, and balance sheet as of August 31, 2023, were reviewed by the board. Revenue totaled 404,154.21 and expenses totaled 425,024.51. The cash balance as of the August 31, 2023, balance sheet totaled 1,323,686.60. 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.

## **III. Bays Mountain Tower Site – Additional Funding Request**

The board was advised that 117,181.23 has been spent on the Bays Mountain Tower site project and an additional 50,000 was requested to finish the project. There have been some delays and changes due to back orders and vendor staffing issues, however the project is back on track. Hopes are to be completed by the end of October. The tower services crew are beginning to hang the radio antennas for the digital system. Once that is in place the analog backup system will be removed from the AEC tower and moved over to the new tower. A generator is being secured for the site.

Member Turner moved to approve an additional 67,181.23 for the tower project expenses. Member Cotter seconded the motion. The Board voted in favor of approving the additional funding as requested. This will allow expenses up to 167,181.23.

## **IV. 9-1-1 Activity Report for Review and Discussion (Jan-Aug 2023)**

911 Activity for 2023 YTD was presented to the board for review. Phone calls process increased 2% from last year. Cad incidents also increased by 7%. Radio transmissions increased 18%. Fire dispatch times (From call Received to tone out), quality assurance, T-CPR and Mapping Addressing reports were reviewed.

## **V. Other Business by Director**

The Director did not have any additional business to bring to the board.

## **VI. Adjourn**

Without Objection the meeting was Adjourned. The next meeting is scheduled for December 7<sup>th</sup>, 2023.

