



Agenda for the Emergency Communications District Meeting
Monday, July 24, 2017
Brentwood City Hall

Call to Order by Mayor
Roll Call

Approval or correction of minutes

May 22, 2017

ECD Quarterly Revenue and Expense Report

Status Report from ECD Supervisor

Old Business

1. Other old business

New Business

1. Brentwood Emergency Communications District - Quarterly Meeting Brentwood
Emergency Communications District - Quarterly Meeting
2. Other new business

Kirk Bednar
City Manager

Anyone requesting accommodations due to disabilities should contact Mike Worsham, A.D.A. Coordinator, at 371-0060, before the meeting.

Brentwood ECD Agenda

Meeting Date: 07/24/2017

Submitted by: Debbie Hedgepath, Administration

Department: City Recorder

Information

Subject

Background

Staff Recommendation

Fiscal Impact

Attachments

Draft Minutes

MINUTES OF MEETING OF EMERGENCY COMMUNICATIONS DISTRICT

BRENTWOOD, TENNESSEE

The Emergency Communications District Board met on Monday, May 22, 2017 at Brentwood City Hall.

Present were Mayor Jill Burgin; Vice Mayor Mark Gorman; Commissioners Anne Dunn, Rhea Little, Ken Travis, Regina Smithson and Betsy Crossley.

Motion was made for approval of the minutes from the February 13, 2017 meeting as written. The motion was seconded and approved.

The ECD Quarterly Revenue and Expense Report and the Status Report from ECD Supervisor were presented.

New Business

Motion was made for approval of Resolution ECD 2017-01 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH CROSSLIN & ASSOCIATES, PLLC FOR THE ANNUAL AUDIT OF THE BRENTWOOD EMERGENCY COMMUNICATIONS DISTRICT FOR THE FISCAL YEAR ENDING JUNE 30, 2017. The motion was seconded and approved.

Motion was made for approval of Resolution ECD 2017-02 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH THE BRENTWOOD EMERGENCY COMMUNICATIONS DISTRICT FOR FUNDING OF EQUIPMENT, PROGRAMS AND PROJECTS BY THE CITY AND ECD THAT ARE IN FURTHERANCE OF THE ECD'S PURPOSE. The motion was seconded and approved.

With no other business on the agenda the meeting was adjourned.

Approved _____

Deborah Hedgepath
Deborah Hedgepath, City Recorder

Brentwood ECD Agenda

Meeting Date: 07/24/2017

Submitted by: Karen Harper, Finance

Department: Finance

Information

Subject

ECD Quarterly Revenue and Expense Report

Background

Financial Reporting

Please find attached the fourth quarter of fiscal year 2017 revenue and expense report for the Emergency Communications District (ECD) Fund. This report shows unaudited budget to actual comparisons for the twelve months of the 2016-2017 fiscal year.

Year to date revenues collected as of June 30, 2017 are \$1,478,929 or 109% of budget. Year to date expenses are \$1,285,943 or 95% of budget. For comparison purposes, for the same twelve month period in fiscal year 2016, revenues were \$1,311,010, or 102% of budget, and expenses were \$1,258,666, or 98% of budget. One

One Other Item of Interest

One other item of interest for the Emergency Communications District:

- ECD Supervisor, City Treasurer, and Assistant Chief of Police met with representative Robert McCleod, Director of Audit, from Tennessee Emergency Communications Board (TECB) to ensure the Emergency Communication District (ECD) was in compliance with state law. There were two recommendations which have been completed: Issue surety bonds for John Allman, Technology Director and Kathleen Watkins, ECD Supervisor and compile a reference notebook for each ECD Board member to include the following information:

1. 911 Brochure
2. ECD Director 101 Powerpoint Presentation
3. ECD Policy Information
4. ECD Accounting and Financial Manual
5. Revenue Standards and Prohibited Used of 911 Revenues
6. Base Level Funding and One-Time Reserve Funds

Please advise if you have any questions concerning the Emergency Communications District (ECD) revenue and expense quarterly report as of June 30, 2017.

Staff recommendation

N/A

Fiscal Impact

Attachments

ECD Quarterly Revenue & Expense Report

CITY OF BRENTWOOD
Revenue and Expenditure Reports
For the Period Ending June 30, 2017

	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Comparative % Balance</u>	<u>100% % Realized/ Spent</u>
DEPT 91100: ECD					
TECB OPERATIONAL FUNDING	864,125	146,537	972,979	-108,854	113%
INTEREST EARNINGS	4,000	1,919	21,251	-17,251	531%
MISCELLANEOUS	0	-1	-1	1	0%
OPER TRANSFER FROM GENERAL FD	484,700	0	484,700	0	100%
Total Revenues	\$ 1,352,825	\$ 148,455	\$ 1,478,929	\$ -126,104	109%
SALARIES	535,685	75,546	528,755	6,930	99%
SALARIES - OVERTIME	46,775	3,802	54,364	-7,589	116%
LONGEVITY PAY	4,200	0	4,200	0	100%
LEAD PAY SUPPLEMENT	6,240	720	6,098	142	98%
SUPPLEMENTAL PAY	1,500	0	895	605	60%
SHIFT DIFFERENTIAL	11,100	1,281	10,828	272	98%
FICA (EMPLOYER'S SHARE)	46,320	6,142	45,454	866	98%
HEALTH INSURANCE	111,805	9,318	111,805	0	100%
DENTAL REIMBURSEMENT	2,000	243	2,108	-108	105%
LIFE INSURANCE	2,070	165	2,070	0	100%
RETIREMENT - HEALTH/LIFE	24,875	2,072	24,875	0	100%
RETIREMENT - TCRS	96,210	12,800	95,617	593	99%
SUPPLEMENT RETIREMENT - 457	8,000	0	0	8,000	0%
SUPPLEMENT RETIREMENT - 401	0	764	6,550	-6,550	0%
SICK LEAVE BUY-BACKS	2,000	0	2,431	-431	122%
ATTENDANCE BONUS	1,000	500	500	500	50%
ANNUAL LEAVE BUY-BACKS	1,000	0	0	1,000	0%
WORKER'S COMPENSATION	3,145	263	3,145	0	100%
CLOTHING & UNIFORMS	5,500	783	6,357	-857	116%
PERIODICAL SUBSCRIPTIONS	2,000	0	0	2,000	0%
COMMUNICATIONS	75,000	13,780	80,681	-5,681	108%
ACCTING & AUDITING SRVCS	8,100	0	8,100	0	100%
MAPPING/DATA BASE	10,000	0	10,000	0	100%
OTHER PROF SRVCS	7,500	58	130	7,370	2%
R/M - OFC MACH & EQUIP	2,400	549	2,696	-296	112%
R/M - OTHER EQUIPMENT	111,800	2,125	61,030	50,770	55%
MRBSHIPS & REGISTRATIONS	6,000	0	3,431	2,569	57%
TRAVEL - CONF & SCHOOLS	5,000	0	8,136	-3,136	163%
OFFICE SUPPLIES/MATERIALS	2,000	622	3,175	-1,175	159%
OTHER OPER SUPPLIES	2,000	81	3,001	-1,001	150%
LIABILITY INSURANCE	2,600	0	1,957	643	75%
OFFICIALS' SURETY BONDS	1,700	0	0	1,700	0%
RENTAL - MACH & EQUIP	2,500	0	2,240	260	90%
DEPRECIATION	172,500	13,626	163,512	8,988	95%
RENTAL - BUILDING AND FACILIITES MC	31,800	2,650	31,800	0	100%
Total Expenditures	\$ 1,352,325	\$ 147,890	\$ 1,285,943	\$ 66,382	95%

Brentwood ECD Agenda

Meeting Date: 07/24/2017

Submitted by: Debbie Hedgepath, Administration

Department: City Recorder

Information

Subject

Status Report from ECD Supervisor

Background

Staff recommendation

Fiscal Impact

Attachments

Quarterly Report

JILL BURGIN
MAYOR

MARK GORMAN
VICE-MAYOR

KIRK BEDNAR
CITY MANAGER



City of Brentwood

COMMISSIONERS
BETSY CROSSLEY
ANNE DUNN
RHEA E. LITTLE, III
REGINA SMITHSON
KEN TRAVIS

9-1-1 EMERGENCY COMMUNICATIONS DISTRICT

To: Honorable Mayor / ECD Board Chair and the Brentwood City Commission / ECD Board Members
Through: ECD Director/City Manager Kirk Bednar
From: Kathleen Watkins, Emergency Communications Supervisor
Date: Monday, July 24, 2017
Subject: Quarterly Report

At a Glance

- May 16, 2017 – TBI conducted an on-site audit to ensure the Department met FBI regulations with regards to NCIC entries for the past three years. The auditor was very impressed with her findings and stated we did “exceptionally well.” A special “thank you” to Lead Dispatcher Jason Brown for his leadership with all things NCIC related.
- June 27, 2017 – Robert McLeod from the State ECD Board conducted an on-site visit.

OPERATIONS REPORT FOR Q3 – MAY 2017 – JUNE 2017

A. Staffing

- Communications is currently fully staffed with eleven (11) full-time Dispatchers and one (1) Supervisor. Three (3) staff members are Lead Dispatchers and four (4) Communications Training Officers (CTO's).
- Dispatcher Amina Beard has tendered her resignation to pursue a four (4) year enlistment with the U.S. Marines. Dispatcher Beard is currently awaiting orders to begin basic training.

TESTING PROCESS FOR PUBLIC SAFETY DISPATCHER

- | | |
|----------------------|----------------------|
| • June 9, 2017 | Advertising Begins |
| • June 23, 2017 | Application Deadline |
| • July 14, 2017 | RSVP Deadline |
| • August 4 & 5, 2017 | Critical Testing |

- August 17 & 18, 2017
- August 31, 2017

Oral Interview Panel
Tentative Chief Interviews

B. Statistics

Reports to substantiate the below statistical highlights are available upon request.

- Total calls answered (9-1-1 and Admin) – 6,957
- E9-1-1 CALLS – 1,357
- On average, calls were answered within 4 seconds (about 1 ring).
- Approximately, 83% of our 9-1-1 calls came from cell phones, which are significantly more difficult to locate than a traditional landline.
- The busiest hour of the day was between 1:00 p.m. and 2:00 p.m. The slowest hour of the day was between 3:00 a.m. and 4:00 a.m.
- The average telephone conversation lasted 95 seconds.
- Total CAD responses created – 7,908
 - Police Department – 7,908
 - Fire & Rescue – 6,905
 - ECD (Internal Use) – 310

C. Quality Assurance

- NFPA Standard 1221 recommends we dispatch all medical calls within 90 seconds of call receipt. This quarter, Communications met this standard 96% of the time.
 - In May, the average dispatch time was 51 seconds, with an average QA score of 94%
 - In June, the average dispatch time was 51 seconds, with an average QA score of 89%.

D. Training

- May 24 – BFD Engineer John Russ provided in-service training for all Dispatch staff. He shuttled them to all four fire stations and explained the apparatus housed at each station and on the engines.
- June 2 – Lead Dispatch Meeting
- June 19-22 – Lead Dispatcher Laurel Kazenske, Dispatcher Mike Burton and ECS Kathleen Watkins participated in TriTech Inform IQ training. Inform IQ allows data sharing between CAD/RMS and partnering agencies with the TriTech software.

Brentwood ECD Agenda

1.

Meeting Date: 07/24/2017

Brentwood Emergency Communications District - Quarterly Meeting

Submitted by: Debbie Hedgepath, Administration

Department: Administration

Information

Subject

Brentwood Emergency Communications District - Quarterly Meeting

Background

The Brentwood Board of Commissioners is the legally designated board for the Brentwood Emergency Communications District (ECD.) Pursuant to Policy No. 35 of the State of Tennessee, Emergency Communications Board, the Brentwood ECD is required to conduct at least one board meeting each quarter, regardless of the need for a meeting. The quarterly meeting is typically held following a regular Board of Commissioners meeting.

There is no significant item for discussion on the ECD agenda. The only formal item for your consideration is approval of the minutes from the last ECD Board meeting held on May 22, 2017.

Should any members of the Board of Commissioners have any questions or desire further information, please feel free to contact the City Manager.

Staff Recommendation

Staff recommends the Board conduct the required quarterly meeting.

Fiscal Impact

Attachments

No file(s) attached.
