



**Agenda for the Emergency Communications District Meeting  
Thursday, October 26, 2017  
Brentwood City Hall**

Call to Order by Mayor  
Roll Call

**Approval of Minutes**

July 24, 2017

ECD Quarterly Revenue and Expense Report

Status Report from ECD Supervisor   Status Report from ECD Supervisor

**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:** 10/26/2017

**Submitted by:** Debbie Hedgepath, Administration

**Department:** City Recorder

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**Information**

**Subject**

**Background**

**Staff Recommendation**

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**Fiscal Impact**

**Attachments**

Draft Minutes

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## MINUTES OF MEETING OF EMERGENCY COMMUNICATIONS DISTRICT

### BRENTWOOD, TENNESSEE

The Emergency Communications District Board met on Monday, July 24, 2017 at Brentwood City Hall.

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

Vice Mayor Gorman moved for approval of the minutes from the May 22, 2017 meeting as written; seconded by Commissioner Little. Approval was unanimous.

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

#### **New Business**

With no other business on the agenda the meeting adjourned at 7:40 pm.

Approved \_\_\_\_\_

*Deborah Hedgepath*

Deborah Hedgepath, City Recorder

## **Brentwood ECD Agenda**

**Meeting Date:** 10/26/2017

**Submitted by:** Karen Harper, Finance

**Department:** Finance

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### **Information**

#### **Subject**

#### **ECD Quarterly Revenue and Expense Report**

#### **Background**

##### **Financial Reporting**

Please find attached the first quarter of fiscal year 2018 revenue and expense report for the Emergency Communications District (ECD) Fund. This report shows budget to actual comparisons for the first three months of the 2017-2018 fiscal year.

Year to date revenues collected as of September 30, 2017 are \$636,527 or 46% of budget. Note that this amount reflects 100% of annual General Fund subsidy to the ECD. Year to date expenses are \$312,882 or 23% of budget. For comparison purposes, for the same three month period in fiscal year 2017, revenues were \$633,623, or 47% of budget, and expenses were \$260,565, or 19% of budget.

##### **Other Items of Interest**

No other items of interest at this time.

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

#### **Staff recommendation**

N/A

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### **Fiscal Impact**

#### **Attachments**

ECD Quarterly Revenue and Expense Report

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

			Comparative %		25%
	<b>MTD</b>	<b>YTD</b>		<b>% Realized/</b>	
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Balance</b>	<b>Spent</b>
<b>DEPT 91100: ECD</b>					
TECB OPERATIONAL FUNDING	880,775	0	144,021	736,754	16%
INTEREST EARNINGS	20,000	2,515	7,806	12,194	39%
MISCELLANEOUS	0	0	0	0	0%
OPER TRANSFER FROM GENERAL FD	484,700	0	484,700	0	100%
<b>Total Revenues</b>	<b>1,385,475</b>	<b>2,515</b>	<b>636,527</b>	<b>748,948</b>	<b>46%</b>
SALARIES	559,965	43,865	116,499	443,466	21%
SALARIES - OVERTIME	46,775	5,034	14,156	32,619	30%
LONGEVITY PAY	4,460	0	0	4,460	0%
LEAD PAY SUPPLEMENT	6,240	480	1,354	4,886	22%
SUPPLEMENTAL PAY	1,500	0	0	1,500	0%
SHIFT DIFFERENTIAL	11,100	808	2,362	8,738	21%
FICA (EMPLOYER'S SHARE)	48,195	3,906	10,206	37,989	21%
HEALTH INSURANCE	123,040	10,253	30,759	92,281	25%
DENTAL REIMBURSEMENT	2,000	104	211	1,789	11%
LIFE INSURANCE	2,070	135	465	1,605	22%
RETIREMENT - HEALTH/LIFE	29,465	2,455	7,365	22,100	25%
RETIREMENT - TCRS	86,565	6,955	21,466	65,099	25%
SUPPLEMENT RETIREMENT - 457	8,000	0	0	8,000	0%
SUPPLEMENT RETIREMENT - 401	0	577	1,633	-1,633	0%
SICK LEAVE BUY-BACKS	2,000	1,801	1,801	199	90%
ATTENDANCE BONUS	1,000	0	0	1,000	0%
ANNUAL LEAVE BUY-BACKS	1,000	0	0	1,000	0%
WORKER'S COMPENSATION	2,830	236	707	2,123	25%
CLOTHING & UNIFORMS	5,500	77	498	5,002	9%
PERIODICAL SUBSCRIPTIONS	2,000	0	0	2,000	0%
COMMUNICATIONS	75,000	6,890	13,780	61,220	18%
ACCTING & AUDITING SRVCS	8,300	0	0	8,300	0%
MAPPING/DATA BASE	10,000	10,000	10,000	0	100%
OTHER PROF SRVCS	7,500	6	12	7,488	0%
R/M - OFC MACH & EQUIP	2,400	6	1,643	757	68%
R/M - OTHER EQUIPMENT	111,800	406	40,546	71,254	36%
MRBSHIPS & REGISTRATIONS	6,000	0	250	5,750	4%
TRAVEL - CONF & SCHOOLS	5,000	153	534	4,466	11%
OFFICE SUPPLIES/MATERIALS	2,000	175	321	1,679	16%
OTHER OPER SUPPLIES	2,000	0	553	1,447	28%
LIABILITY INSURANCE	2,600	0	0	2,600	0%
OFFICIALS' SURETY BONDS	1,700	0	0	1,700	0%
RENTAL - MACH & EQUIP	2,500	0	560	1,940	22%
DEPRECIATION	172,500	0	27,252	145,248	16%
RENTAL - BUILDING AND FACILIITES MC	31,800	2,650	7,950	23,850	25%
<b>Total Expenditures</b>	<b>1,384,805</b>	<b>96,974</b>	<b>312,882</b>	<b>1,071,923</b>	<b>23%</b>

**Brentwood ECD Agenda**

**Meeting Date:** 10/26/2017

**Submitted by:** Debbie Hedgepath, Administration

**Department:** City Recorder

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**Information**

**Subject**

Status Report from ECD Supervisor

**Background**

**Staff recommendation**

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**Fiscal Impact**

**Attachments**

Quarterly Report

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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: Thursday, October 26, 2017  
Subject: Quarterly Report

#### **At a Glance**

- In July, the Lead Dispatchers and ECS met with Police Capt. Hickey and Fire BC Collins to review Communications SOP #10 – Radio Procedures.
- Dispatcher's Amina Beard and April Shore's last day with Brentwood ECD was August 31<sup>st</sup>.
- Dispatcher Paige Henderson was the recipient of the Brentwood Rotary Club's "Dispatcher of the Year" award at their annual picnic. Dispatcher Henderson is described as "a forward thinker who is enthusiastic about problem solving in the Communications Center. She is compassionate and has a calming voice whether taking a 911 call or dispatching officers or firefighters. She completed a project to improve the efficiency within the center by reviewing and checking all gate codes in our records throughout the city to ensure they are correct and operational and added the information into the Computer Aided Dispatch software." We are very proud of Dispatcher Henderson's accomplishments this past year and the recognition was well deserved.

### OPERATIONS REPORT FOR Q3 – JULY 2017-SEPTEMBER 2017

#### **A. Staffing**

- Communications is staffed with nine (9) full-time Dispatchers and one (1) Supervisor. Three (3) staff members are Lead Dispatchers and four (4) Communications Training Officers (CTO's).

- Currently, there are two (2) Public Safety Dispatch vacancies. A contingent job offer has been made to Mr. Timothy Smith. Mr. Smith is in the background process and has a start date of October 30<sup>th</sup>.
- Records Clerk Amanda Lariscy and Court Clerk Kaya Head are in a remedial training program to assist with the overtime the two vacancies have created in Communications. Both have former experience working for the ECD.
- A second round of Public Safety Dispatcher testing is underway.

#### **TESTING PROCESS FOR PUBLIC SAFETY DISPATCHER**

- |                         |                                    |
|-------------------------|------------------------------------|
| • September 8, 2017     | Advertising Begins                 |
| • September 22, 2017    | Application Deadline (65 Received) |
| • October 9, 2017       | RSVP Deadline (37 Received)        |
| • October 23 & 24, 2017 | Critical Testing                   |
| • November 6 & 7, 2017  | Oral Interview Panel               |
| • November 16, 2017     | Tentative Chief Interviews         |

#### **B. Statistics**

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

- Total calls answered (9-1-1 and Admin) – 10,020
- E9-1-1 CALLS – 2,073
- On average, calls were answered within 3 seconds (about 1 ring).
- Approximately, 85% 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 4:00 a.m. and 5:00 a.m.
- The average telephone conversation lasted 96 seconds.
- Total CAD responses created – 12,779
  - Police Department – 11,340
  - Fire & Rescue – 1,091
  - ECD (Internal Use) – 498



### **C. Medical Quality Assurance**

- NFPA Standard 1221 recommends we dispatch all medical calls within 90 seconds of call receipt. This quarter, Communications met this standard 99% of the time.

<b>MONTH</b>	<b>AVE. TIME (Sec)</b>	<b>GROUP AVG.</b>
JULY	51	97%
AUG.	48	97%
SEPT.	44	98%

### **D. Training**

- July 12-14 – Dispatcher Mike Burton - APCO Communications Training Officer (CTO) Course (24 Hrs.)
- July 12<sup>th</sup> – Dispatcher April Shore – APCO Disaster Operations and the Communications Center Course (8 Hrs.)
- July 17<sup>th</sup> – Dispatcher's Peter Diamond & Jim Shade – APCO Active Shooter Incidents for Public Safety Communications Course (8 Hrs.)
- July 19<sup>th</sup> – Dispatch Meeting – Safe Haven Training
- July 25-27 – Lead Dispatcher Laurie Morgan – NENA 911 Center Supervisor Program (24 Hrs.)
- September 20-23 – Lead Dispatcher Laurel Kazenske – Torch Run Conference
- September 21<sup>st</sup> – ECS Kathleen Watkins – TECB Policy Review Meeting
- September 25 & 26 – Dispatcher Jackie Jackson – 2017 TENA Conference (16 Hrs.)
- September 26<sup>th</sup> – Lead Dispatcher Laurel Kazenske & ECS Kathleen Watkins – TriTech Users Group Meeting
- August & September – ECS Kathleen Watkins – Municipal Management Academy (32 hrs.)
- August & September – ECS Kathleen Watkins – Citizens Fire Academy
- All Dispatchers completed Public Safety Dispatcher CDE Exam #44544, 44545
- Quarterly Dispatch Equipment Training

## **Brentwood ECD Agenda**

1.

**Meeting Date:** 10/26/2017

Brentwood Emergency Communications District - Quarterly Meeting

**Submitted by:** Debbie Hedgepath, Administration

**Department:** Administration

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### **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 July 24, 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.

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### **Fiscal Impact**

#### **Attachments**

*No file(s) attached.*

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