



**Agenda for the Emergency Communications District Meeting
Monday, January 22, 2018
Brentwood City Hall**

Call to Order by Mayor
Roll Call

Approval of Minutes

October 26, 2017

ECD Quarterly Revenue and Expense Report

Status Report from ECD Supervisor

New Business

1. 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: 01/22/2018

Submitted by: Holly Earls, Administration

Department: Administration

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 Thursday, October 26, 2017 at Brentwood City Hall.

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

Vice Mayor Gorman moved for approval of the minutes from the July 24, 2017 meeting as written; seconded by Commissioner Dunn. 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 9:03 pm.

Approved _____

Holly Earls
Holly Earls, City Recorder

Brentwood ECD Agenda**Meeting Date:** 01/22/2018**Submitted by:** Karen Harper, Finance**Department:** Finance

Information**Subject****ECD Quarterly Revenue and Expense Report****Background****Financial Reporting**

Please find attached the second 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 six months of the 2017-2018 fiscal year.

Year to date revenues collected as of December 31, 2017 are \$975,095 or 70% of budget. Note that this amount reflects 100% of annual General Fund subsidy to the ECD. Year to date expenses are \$654,584 or 47% of budget. For comparison purposes, for the same six month period in fiscal year 2017, revenues were \$983,749 or 73% of budget, and expenses were \$653,383 or 42% of budget. For FY 2017 as of December 31, 2016, ECD had received excess operational funding revenue equal to \$56,337, monies not received as of December 31, 2017 for FY 2018.

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 December 31, 2017.

Staff recommendation

N/A

Fiscal Impact**Attachments**

ECD Quarterly Revenue and Expense Report

CITY OF BRENTWOOD
Revenue and Expenditure Reports
For the Period Ending December 31, 2017

				Comparative %	50%
					%
	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>Realized Spent</u>
DEPT 91100: ECD					
TECB OPERATIONAL FUNDING	880,775	144,021	474,521	406,254	54%
INTEREST EARNINGS	20,000	2,884	15,778	4,222	79%
MISCELLANEOUS	0	0	96	-96	0%
OPER TRANSFER FROM GENERAL FD	484,700	0	484,700	0	100%
Total Revenues	1,385,475	146,905	975,095	410,380	70%
SALARIES	559,965	74,587	261,098	298,867	47%
SALARIES - OVERTIME	46,775	12,428	37,844	8,931	81%
LONGEVITY PAY	4,460	220	4,460	0	100%
LEAD PAY SUPPLEMENT	6,240	720	3,034	3,206	49%
SUPPLEMENTAL PAY	1,500	780	960	540	64%
SHIFT DIFFERENTIAL	11,100	1,142	5,027	6,073	45%
FICA (EMPLOYER'S SHARE)	48,195	5,925	22,713	25,482	47%
HEALTH INSURANCE	123,040	10,253	61,518	61,522	50%
DENTAL REIMBURSEMENT	2,000	0	705	1,295	35%
LIFE INSURANCE	2,070	150	900	1,170	43%
RETIREMENT - HEALTH/LIFE	29,465	2,455	14,730	14,735	50%
RETIREMENT - TCRS	86,565	12,470	47,181	39,384	55%
SUPPLEMENT RETIREMENT - 457	8,000	0	0	8,000	0%
SUPPLEMENT RETIREMENT - 401	0	866	3,654	-3,654	0%
SICK LEAVE BUY-BACKS	2,000	0	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	1,415	1,415	50%
CLOTHING & UNIFORMS	5,500	0	781	4,719	14%
PERIODICAL SUBSCRIPTIONS	2,000	0	0	2,000	0%
COMMUNICATIONS	75,000	6,891	34,451	40,549	46%
ACCTING & AUDITING SRVCS	8,300	0	2,000	6,300	24%
MAPPING/DATA BASE	10,000	0	10,000	0	100%
OTHER PROF SRVCS	7,500	27	117	7,383	2%
R/M - OFC MACH & EQUIP	2,400	0	1,819	581	76%
R/M - OTHER EQUIPMENT	111,800	0	47,332	64,468	42%
MRBSHIPS & REGISTRATIONS	6,000	675	1,509	4,491	25%
TRAVEL - CONF & SCHOOLS	5,000	0	534	4,466	11%
OFFICE SUPPLIES/MATERIALS	2,000	19	652	1,348	33%

OTHER OPER SUPPLIES	2,000	62	2,200	-200	110%
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	2,120	380	85%
DEPRECIATION	172,500	0	68,130	104,370	39%
RENTAL - BUILDING AND FACILITIES MC	31,800	2,650	15,900	15,900	50%
Total Expenditures	1,384,805	132,556	654,584	730,221	47%

Brentwood ECD Agenda

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ECD 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, January 22, 2018
Subject: Quarterly Report

At a Glance

- On October 14th - Public Safety Day - It was estimated that over 1,000 community members attended the safety fair.
- October 30th – Tim Smith began employment. Unfortunately, for personal reasons, he submitted his resignation effective January 2, 2018.
- November 30th – “911 For Kids” presentation at Scales Elementary School. The program targeted students in grades K-2. Dispatcher’s Tim Smith, Jim Shade and ECS Kathleen Watkins, presented the “Cell Phone Sally” video and spoke to five classes totaling 100 students about when and how to call 911.

OPERATIONS REPORT FOR Q4 – OCTOBER 2017-DECEMBER 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.

- Public Safety Dispatcher testing is underway.

TESTING PROCESS FOR PUBLIC SAFETY DISPATCHER

- January 4, 2018 Advertising Began
- February 2, 2018 Application Deadline
- February 7, 2018 RSVP Deadline
- February 14 & 15, 2018 CritiCall Testing
- February 16, 2018 Oral Interview Panel
- TBD Chief Interviews

B. Statistics

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

- Total calls answered (9-1-1 and Admin) – 9,842
- E9-1-1 CALLS – 1,911
- On average, calls were answered within 5 seconds (about 1 ring).
- Approximately, 82% 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 4:00 p.m. and 5:00 p.m. The slowest hour of the day was between 2:00 a.m. and 3:00 a.m.
- The average telephone conversation lasted 94 seconds.
- Total CAD responses created – 11,057
 - Police Department – 9,827
 - Fire & Rescue – 959
 - Non-Dispatched CAD Calls - 439

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 96% of the time.

MONTH	AVE. TIME (Sec)	GROUP AVG.
OCT.	45	97%
NOV.	50	97%
DEC.	42	94%

D. Training

- October 17th – Lead Dispatch Meeting
- October 26th – Lead Dispatcher Laurie Morgan and Dispatcher Paige Henderson – Breach Point: Personal and Professional Breakthroughs in Law Enforcement (8 Hours)
- October 27th – Lead Dispatcher's Jason Brown, Laurel Kazenske & ECS Kathleen Watkins - Breach Point: Personal and Professional Breakthroughs in Law Enforcement (8 Hours)
- November & December – ECS Kathleen Watkins – Municipal Management Academy (28 hrs.)
- October & November – ECS Kathleen Watkins – Citizens Fire Academy (Graduation November 9th)
- November 28th – TriTech RMS Training – All Dispatcher Staff
- All Dispatchers completed Public Safety Dispatcher CDE Exam #44546, 44547, 44548 & 44549

Brentwood ECD Agenda

1.

Meeting Date: 01/22/2018

Brentwood Emergency Communications District - Quarterly Meeting

Submitted by: Holly Earls, Administration

Department: Administration

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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 October 26, 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.
