



**Agenda for the Emergency Communications District Meeting
Monday, November 12, 2018
Brentwood City Hall**

Call to Order by Mayor
Roll Call

Approval of Minutes

1. September 10, 2018

Reports

1. Status Report from ECD Supervisor Status Report from ECD Supervisor
2. ECD Quarterly Revenue and Expense Report

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

2. 1.

Meeting Date: 11/12/2018

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Approval or correction of minutes from the September 10, 2018 meeting

Background

Staff Recommendation

Fiscal Impact

Attachments

Draft Minutes

DRAFT

MINUTES OF MEETING OF EMERGENCY COMMUNICATION DISTRICT

BRENTWOOD, TENNESSEE

The Emergency Communications District Board met on Monday, September 10, 2018 at 7:00 pm at Brentwood City Hall.

Present: Mayor Jill Burgin; Vice Mayor Mark Gorman; Commissioner Betsy Crossley; Commissioner Anne Dunn; Commissioner Rhea Little; Commissioner Regina Smithson; Commissioner Ken Travis

Staff Present: City Manager Kirk Bednar; Assistant City Manager Jay Evans; City Attorney Kristen Corn

Approval of Minutes

April 23, 2018

Moved by Commissioner Anne Dunn for approval of the minutes as written, seconded by Commissioner Regina Smithson

Vote: 7 - 0 Approved - Unanimously

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

New Business

Resolution ECD-2018-02 - A RESOLUTION AUTHORIZING A CHANGE FROM THE EXISTING EMPLOYEE REGULAR DEFINED BENEFIT RETIREMENT PLAN TO A HYBRID RETIREMENT PLAN WITH TENNESSEE CONSOLIDATED RETIREMENT SYSTEM, for adoption

Moved by Commissioner Rhea Little for approval, seconded by Commissioner Ken Travis

Vote: 7 - 0 Approved - Unanimously

Resolution ECD 2018-03 - A RESOLUTION AUTHORIZING THE CREATION OF AN INTERNAL REVENUE CODE SECTION 401(K) PLAN ADMINISTERED BY EMPOWER, THE STATE OF TENNESSEE'S DEFERRED COMPENSATION ADMINISTRATOR, for adoption

Moved by Commissioner Rhea Little for approval, seconded by Commissioner Regina Smithson

Vote: 7 - 0 Approved - Unanimously

Resolution ECD-2018-04 - A RESOLUTION AUTHORIZING THE CREATION OF AN INTERNAL REVENUE CODE SECTION 457 PLAN ADMINISTERED BY EMPOWER, THE STATE OF TENNESSEE'S DEFERRED COMPENSATION ADMINISTRATOR, for adoption

Moved by Commissioner Anne Dunn for approval, seconded by Vice Mayor Mark Gorman

Vote: 7 - 0 Approved - Unanimously

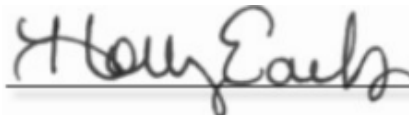
Resolution ECD-2018-05 - A RESOLUTION ESTABLISHING THE CITY'S CONTRIBUTIONS TO A TAX DEFERRED 401(K) RETIREMENT PLAN, for adoption

Moved by Commissioner Rhea Little for approval, seconded by Commissioner Regina Smithson

Vote: 7 - 0 Approved - Unanimously

With no other business on the agenda the meeting adjourned at 8:50 pm.

APPROVED _____

A handwritten signature in dark ink, appearing to read "Holly Earls", written over a horizontal line.

Holly Earls, City Recorder

Brentwood ECD Agenda

1.

Meeting Date: 11/12/2018

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Status Report from ECD Supervisor

Background

See Attached

Staff recommendation

N/A

Fiscal Impact

Attachments

Status 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, November 12, 2018
Subject: Quarterly Report

At a Glance

- Lead Telecommunicator Laurel Kazenske was awarded “Telecommunicator of the Year” by the Brentwood Rotary Club on September 13th. Dispatcher Kazenske was recognized for her dedication to the CAD-to-CAD project and the ongoing CAD management. She played a pivotal role in training three newly hired Public Safety Dispatchers and is a loyal member of the team. She received several Department awards and is well deserving of the
- Public Safety Day – Staff represented Communications by teaching the youth in our community how and when to dial 911. The event was well attended, and community members had an opportunity to meet their 911 Professionals.

OPERATIONS REPORT FOR Q3 – JULY - SEPTEMBER 2018

A. Staffing

- Communications is currently staffed with ten (10) full-time Telecommunicators and one (1) Supervisor. Three (3) staff members are Lead Telecommunicators and three (3) Communications Training Officers (CTO's).
- Dispatcher Andrew Patton and Elizabeth Riggert successfully passed the training program.
- Dispatcher Cheryl Foster submitted her resignation effective October 31, 2018.

B. Statistics

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

- Total calls answered (9-1-1 and Admin) – 8,461
- E9-1-1 CALLS –1,750
- On average, calls were answered within 5 seconds (about 1 ring).
- Approximately, 88% 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 3:00 p.m. and 4:00 p.m. The slowest hour of the day was between 4:00 a.m. and 5:00 a.m.
- The average telephone conversation lasted 82 seconds.
- Total CAD responses created –
 - Police Department – 9,597
 - Fire & Rescue – 995
 - Informational CAD Calls - 765

C. Medical Quality Assurance

- NFPA Standard 1221 recommends all medical calls are dispatched to responders within 90 seconds of call receipt. This quarter, Communications met this standard 98% of the time.

MONTH	AVE. DISP. TIME (Sec)	OVERALL GROUP AVG.
JULY	40	95%
AUG	41	94%
SEPT	39	97%

D. Training

- All Telecommunicators received two hours of CPR/AED training from Brentwood Fire Lt. Mike McKutcheon.
- All Telecommunicators complete monthly continuing dispatch education articles published in the monthly magazine, *Public Safety Communications*, distributed by the Association for Public Safety Communications (APCO), Intl.
- Lead Telecommunicator Laurel Kazenske - TIES training
- PSD Andrew Patton – NCIC Training
- Five Telecommunicators attended one day of training at the TENA Conference

E. Technology

- The CAD-to-CAD project is still in a holding pattern while Central Square (formerly TriTech) works on an enhancement,
- Williamson County Joint Authority – Motorola radio project is moving along. Brentwood is tentatively scheduled to go live at the end of January.
- Installation of Weather Century to replace Weather Ops.
- CAD upgraded to version 5.8.15.2a

Brentwood ECD Agenda

2.

Meeting Date: 11/12/2018

Submitted by: Karen Harper, Finance

Department: Finance

Information

Subject

ECD Quarterly Revenue and Expense Report

Background

Financial Reporting

Please find attached the first quarter of Fiscal Year 2019 revenue and expense report for the Emergency Communications District (ECD) Fund. This report shows the budget to actual comparisons for three months of the 2018-2019 fiscal year.

The year-to-date revenues collected as of September 30, 2018 are \$641,643 or 45% of budget. Note that this amount reflects 100% of annual General Fund subsidy to the ECD. Year-to-date expenses are \$342,700 or 24% of budget. For comparison purposes, for the same time period in Fiscal Year 2018, revenues were \$636,527 or 46% of budget, and expenses were \$328,166 or 24% 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, 2018.

Staff recommendation

N/A

Fiscal Impact

Attachments

ECD Quarterly Report

CITY OF BRENTWOOD
Revenue and Expenditure Reports
For the Period Ending September 30, 2018

Comparative % 25%

	<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	0	144,021	736,754	16%
TECB DISTRIBUTION OF EXCESS REVENUE	44,000	0	0	44,000	0%
INTEREST EARNINGS	25,000	4,238	12,922	12,078	52%
MISCELLANEOUS	0	0	0	0	0%
OPER TRANSFER FROM GENERAL FD	484,700	0	484,700	0	100%
Total Revenues	1,434,475	4,238	641,643	792,832	45%
SALARIES	580,085	40,407	111,984	468,101	19%
SALARIES PART TIME	0	0	834	-834	0%
SALARIES - OVERTIME	48,645	3,292	16,674	31,971	34%
LONGEVITY PAY	4,480	0	0	4,480	0%
LEAD PAY SUPPLEMENT	6,240	480	1,211	5,029	19%
SUPPLEMENTAL PAY	1,500	570	2,571	-1,071	171%
SHIFT DIFFERENTIAL	9,900	762	2,048	7,852	21%
FICA (EMPLOYER'S SHARE)	50,025	3,571	10,296	39,729	21%
HEALTH INSURANCE	129,190	10,766	32,296	96,894	25%
DENTAL REIMBURSEMENT	2,000	0	0	2,000	0%
LIFE INSURANCE	2,345	204	612	1,733	26%
RETIREMENT - HEALTH/LIFE	40,230	3,353	10,053	30,177	25%
RETIREMENT - TCRS	90,865	6,371	20,377	70,488	22%
PENSION EXPENSE - GASB 68 REVERSAL	-100,000	0	0	-100,000	0%
PENSION EXPENSE - GASB 68 COST	30,000	0	0	30,000	0%
SUPPLEMENT RETIREMENT - 401	8,000	477	1,426	6,574	18%
SICK LEAVE BUY-BACKS	2,000	2,235	2,235	-235	112%
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	706	2,124	25%
CLOTHING & UNIFORMS	5,500	1,279	2,844	2,656	52%
PERIODICAL SUBSCRIPTIONS	2,000	0	0	2,000	0%
COMMUNICATIONS	83,000	13,780	20,670	62,330	25%
ACCTING & AUDITING SRVCS	8,500	0	0	8,500	0%
MAPPING/DATA BASE	10,000	0	10,000	0	100%
OTHER PROF SRVCS	7,500	5,010	5,010	2,490	67%
R/M - OFC MACH & EQUIP	2,400	51	1,953	447	81%
R/M - OTHER EQUIPMENT	162,100	0	35,311	126,789	22%
MRBSHIPS & REGISTRATIONS	6,000	1,721	2,366	3,634	39%
TRAVEL - CONF & SCHOOLS	5,000	1,161	1,250	3,750	25%
OFFICE SUPPLIES/MATERIALS	2,000	88	255	1,745	13%
OTHER OPER SUPPLIES	2,000	331	331	1,669	17%
COMPUTER SOFTWARE-N/C	0	0	0	0	0%
LIABILITY INSURANCE	2,600	0	0	2,600	0%
OFFICIALS' SURETY BONDS	0	0	0	0	0%

CITY OF BRENTWOOD
Revenue and Expenditure Reports
For the Period Ending September 30, 2018

Comparative % 25%

	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% Realized/Spent</u>
RENTAL - MACH & EQUIP	2,500	560	560	1,940	22%
DEPRECIATION	172,500	13,626	40,878	131,622	24%
RENTAL - BUILDING AND FACILITES MC	31,800	2,650	7,950	23,850	25%
Total Expenditures	1,415,735	112,980	342,700	1,073,035	24%

Brentwood ECD Agenda

1.

Meeting Date: 11/12/2018

Brentwood Emergency Communications District - Quarterly Meeting

Submitted by: Holly Earls, 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 September 10, 2018.

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.
