



**Agenda for the Emergency Communications District Meeting  
Monday, July 22, 2019 - 6:45 pm  
Brentwood City Hall**

Call to Order by Mayor  
Roll Call

**Approval of Minutes**

April 22, 2019

**Reports**

1. ECD Quarterly Revenue and Expense Report
2. 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:** 07/22/2019

**Submitted by:** Holly Earls, Administration

**Department:** Administration

---

**Information**

**Subject**

Approval or correction of minutes from the April 22, 2019 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, April 22, 2019 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; City Recorder Holly Earls

### **Approval of Minutes**

January 28, 2019

Moved by Commissioner Betsy Crossley for approval of the minutes as written, seconded by Commissioner Rhea Little

**Vote:** 7 - 0 Approved - Unanimously

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

### **New Business**

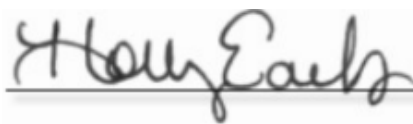
Resolution ECD-2019-01 - Authorizing an Agreement with Crosslin & Associates, PLLC for the Comprehensive Annual Financial Report (Audit) for FY 2019

Moved by Commissioner Regina Smithson for approval, seconded by Commissioner Ken Travis

**Vote:** 7 - 0 Approved - Unanimously

With no other business on the agenda the meeting adjourned at 6:55 pm.

APPROVED \_\_\_\_\_

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

Holly Earls, City Recorder

## **Brentwood ECD Agenda**

1.

**Meeting Date:** 07/22/2019

**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 2019 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 2018-2019 fiscal year.

Year to date revenues collected as of June 30, 2019 are \$1,573,647 or 110% of budget. Year to date expenses are \$1,406,772 or 99% of budget. For comparison purposes, for the same twelve month period in fiscal year 2018, revenues were \$1,433,039, or 103% of budget, and expenses were \$1,351,983, or 98% of budget.

##### **One Other Item of Interest**

A recommendation to raise the current 9-1-1 surcharge rate was considered by the State Emergency Communications Board. The Board heard public comment for or against the increase at a special called meeting on July 16, 2019 at 10:00 a.m. ECD Supervisor, Kathleen Watkins attended and will provide an update to the Commission during the ECD Report from Supervisor.

Please advise if you have any questions concerning the Emergency Communications District (ECD) revenue and expense quarterly report as of June 30, 2019.

#### **Staff recommendation**

N/A

---

### **Fiscal Impact**

#### **Attachments**

FY 2019 Fourth Quarter ECD Report

---

**CITY OF BRENTWOOD**  
**Revenue and Expenditure Reports**  
**For the Period Ending June 30, 2019**

	Comparative %				100%
	<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	864,126	16,649	98%
TECB DISTRIBUTION OF EXCESS REVENUE	44,000	0	173,384	-129,384	394%
INTEREST EARNINGS	25,000	4,072	51,437	-26,437	206%
MISCELLANEOUS	0	0	0	0	0%
OPER TRANSFER FROM GENERAL FD	484,700	0	484,700	0	100%
<b>Total Revenues</b>	<b>1,434,475</b>	<b>148,093</b>	<b>1,573,647</b>	<b>-139,172</b>	<b>110%</b>
SALARIES	580,085	34,778	514,664	65,421	89%
SALARIES PART TIME	0	320	4,044	-4,044	0%
SALARIES - OVERTIME	48,645	5,088	71,124	-22,479	146%
LONGEVITY PAY	4,480	0	4,160	320	93%
LEAD PAY SUPPLEMENT	6,240	480	6,011	229	96%
SUPPLEMENTAL PAY	1,500	0	6,231	-4,731	415%
EMT SUPPLEMENT					
SHIFT DIFFERENTIAL	9,900	762	9,664	236	98%
FICA (EMPLOYER'S SHARE)	50,025	3,085	45,384	4,641	91%
HEALTH INSURANCE	129,190	10,766	129,190	0	100%
DENTAL REIMBURSEMENT	2,000	100	1,845	155	92%
LIFE INSURANCE	2,345	170	2,210	135	94%
RETIREMENT - HEALTH/LIFE	40,230	3,353	40,230	0	100%
RETIREMENT - TCRS	90,865	6,208	78,793	12,072	87%
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 - 457					
SUPPLEMENT RETIREMENT - 401	8,000	477	6,197	1,803	77%
SICK LEAVE BUY-BACKS	2,000	0	2,829	-829	141%
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	2,830	0	100%
CLOTHING & UNIFORMS	5,500	875	5,793	-293	105%
PERIODICAL SUBSCRIPTIONS	2,000	0	0	2,000	0%
COMMUNICATIONS	83,000	13,780	82,683	317	100%
ACCTING & AUDITING SRVCS	8,500	0	8,500	0	100%
MAPPING/DATA BASE	10,000	0	10,000	0	100%
OTHER PROF SRVCS	7,500	1,715	7,396	104	99%
R/M - OFC MACH & EQUIP	2,400	106	3,294	-894	137%
R/M - OTHER EQUIPMENT	162,100	2,305	149,017	13,083	92%
MRBSHIPS & REGISTRATIONS	6,000	0	4,272	1,728	71%
TRAVEL - CONF & SCHOOLS	5,000	296	4,776	224	96%
OFFICE SUPPLIES/MATERIALS	2,000	58	1,506	494	75%
OTHER OPER SUPPLIES	2,000	0	3,190	-1,190	159%
COMPUTER SOFTWARE-N/C	0	0	264	-264	0%

**CITY OF BRENTWOOD**  
**Revenue and Expenditure Reports**  
**For the Period Ending June 30, 2019**

	Comparative %				100%
	<b><u>Budget</u></b>	<b><u>MTD Actual</u></b>	<b><u>YTD Actual</u></b>	<b><u>Balance</u></b>	<b><u>% Realized/Spent</u></b>
LIABILITY INSURANCE	2,600	0	2,124	476	82%
OFFICIALS' SURETY BONDS					
RENTAL - MACH & EQUIP	2,500	0	3,240	-740	130%
DEPRECIATION	172,500	13,626	163,512	8,988	95%
RENTAL - BUILDING AND FACILITES MC	31,800	2,650	31,800	0	100%
<b>Total Expenditures</b>	<b>1,415,735</b>	<b>101,235</b>	<b>1,406,772</b>	<b>8,963</b>	<b>99%</b>

**Brentwood ECD Agenda**

2.

**Meeting Date:** 07/22/2019

**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

---



RHEA E. LITTLE, III  
MAYOR

KEN TRAVIS  
VICE-MAYOR

KIRK BEDNAR  
CITY MANAGER



## City of Brentwood

COMMISSIONERS  
NELSON ANDREWS  
ANNE DUNN  
MARK GORMAN  
SUSANNAH MACMILLAN  
REGINA SMITHSON

### 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 22, 2019  
Subject: Quarterly Report

#### **At a Glance**

- The week of April 14<sup>th</sup> – 20<sup>th</sup> was recognized as National Public Safety Telecommunications Week. Brentwood ECD celebrated with casual themed dress days, pot luck and games throughout the week.
- Congratulations to Dispatcher Chaurette Wimberley for successfully completing the Communications Training Program. Dispatcher Wimberley was released as an independent Telecommunicator on May 23<sup>rd</sup> and is currently working third shift.
- Dispatchers Peter Diamond, Paige Henderson and Laurel Kazenske worked together with patrol during In-Service Training. They assisted with radio traffic to aid in traffic stop scenarios at the Royal Range. This was a great hands on learning opportunity for Dispatch Staff.

### OPERATIONS REPORT FOR Q2 – APRIL – JUNE 2019

#### **A. Staffing**

- Communications is currently staffed with nine (9) full-time Dispatchers and one (1) Supervisor. Three (3) staff members are Lead Dispatchers and two (2) are Communications Training Officers (CTO's).
- Dispatch Trainee Jessica Russell submitted her resignation effective April 19<sup>th</sup>.
- Dispatcher Paige Henderson submitted her resignation effective May 16<sup>th</sup>.

- Two job offers have been made to fill Public Safety Dispatch vacancies:
  - Kelli Hicks will begin employment July 15<sup>th</sup>. Ms. Hicks has no previous Public Safety Dispatch experience.
  - Mikaela Lechner will begin employment July 15<sup>th</sup>. Ms. Lechner has no previous Public Safety Dispatch experience.
- Andrew Patton temporarily continues to work on a part-time basis during the transitional training process. We are very grateful for his service.

## **B. Statistics**

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

- Total calls answered (9-1-1 and Admin) – 10,736
- E9-1-1 CALLS – 2,083
- On average, calls were answered within 5 seconds (about 1 ring).
- Approximately, 87% 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 90 seconds.
- Total CAD responses created – 10,603
  - Police Department – 9,003
  - Fire & Rescue – 998
  - Non-Dispatched CAD Calls - 602

## **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. TIME (Sec)	GROUP AVG.
APRIL	46	92%
MAY	41	92%
JUNE	48	96%

#### **D. Training**

- All Telecommunicators completed the following on line training:
  - Rapid SOS – Location Technology and Zetron training.
  - Virtual Academy – Responding to an Active Violence Event
- 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.
- Dispatch Quarterly Equipment Training

## **Brentwood ECD Agenda**

1.

**Meeting Date:** 07/22/2019

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 April 22, 2019.

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.*

---