



**Agenda for the Emergency Communications District Meeting  
Monday, October 28, 2019 - 6:45 pm  
Brentwood City Hall**

Call to Order by Mayor  
Roll Call

**Approval of Minutes**

July 22, 2019

**Reports**

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

**New Business**

1. Resolution ECD-2019-02 - A Resolution in Support of 911 Surcharge Rate Restoration
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:** 10/28/2019

**Submitted by:** Holly Earls, Administration

**Department:** Administration

---

**Information**

**Subject**

Approval or correction of minutes from the July 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, July 22, 2019 at 7:00 pm at Brentwood City Hall.

Present: Mayor Rhea Little; Vice Mayor Ken Travis; Commissioner Nelson Andrews; Commissioner Anne Dunn; Commissioner Mark Gorman; Commissioner Susannah Macmillan; Commissioner Regina Smithson

Staff City Manager Kirk Bednar; Assistant City Manager Jay Evans; City Attorney Kristen Corn; City Recorder Holly Earls

### Approval of Minutes

April 22, 2019

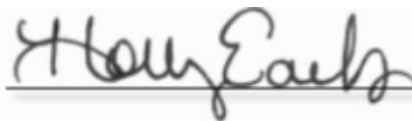
Moved by Commissioner Mark Gorman for approval of the minutes as written, seconded by Commissioner Susannah Macmillan

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

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

With no other business on the agenda the meeting adjourned at 6:50 pm.

APPROVED \_\_\_\_\_



Holly Earls, City Recorder

## **Brentwood ECD Agenda**

1.

**Meeting Date:** 10/28/2019

**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 2020 revenue and expense report for the Emergency Communications District (ECD) Fund. This report shows unaudited budget to actual comparisons for the three months of the 2019-2020 fiscal year.

Year-to-date revenues collected as of September 30, 2019 are \$641,957 or 45% of budget. Year-to-date expenses are \$329,533 or 23% of budget. For comparison purposes, for the same three-month period in fiscal year 2019, revenues were \$641,643, or 45% of budget, and expenses were \$342,700, or 24% of budget.

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

A recommendation to raise the current 911 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 2020 ECD Quarterly Report

---

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

Comparative %      25%

	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% Realized/Spent</u>
<b>DEPT 91100: ECD</b>					
450 91100 32106 0000 000 TECB OPERATIONAL FUNDING	864,125	0	144,021	720,104	17%
450 91100 32108 0000 000 TECB DISTRIBUTION OF EXCESS REVENUE	45,000	0	0	45,000	0%
450 91100 36100 0000 000 INTEREST EARNINGS	45,000	3,942	13,236	31,764	29%
450 91100 37199 0000 000 MISCELLANEOUS	0	0	0	0	0%
450 91100 37810 0000 000 OPER TRANSFER FROM GENERAL FD	484,700	0	484,700	0	100%
<b>Total Revenues</b>	<b>1,438,825</b>	<b>3,942</b>	<b>641,957</b>	<b>796,868</b>	<b>45%</b>
450 91100 81110 0000 000 SALARIES	596,665	42,064	114,734	481,931	19%
450 91100 81111 0000 000 SALARIES PART TIME	3,000	1,450	2,423	577	81%
450 91100 81120 0000 000 SALARIES - OVERTIME	50,835	4,716	16,381	34,454	32%
450 91100 81130 0000 000 LONGEVITY PAY	4,340	0	0	4,340	0%
450 91100 81135 0000 000 LEAD PAY SUPPLEMENT	6,240	480	1,354	4,886	22%
450 91100 81170 0000 000 SUPPLEMENTAL PAY	1,500	960	1,560	-60	104%
450 91100 81180 0000 000 EMT SUPPLEMENT					
450 91100 81190 0000 000 SHIFT DIFFERENTIAL	9,900	762	2,147	7,753	22%
450 91100 81410 0000 000 FICA (EMPLOYER'S SHARE)	51,705	3,770	10,252	41,453	20%
450 91100 81420 0000 000 HEALTH INSURANCE	129,190	10,766	32,296	96,894	25%
450 91100 81421 0000 000 DENTAL REIMBURSEMENT	2,000	0	261	1,739	13%
450 91100 81422 0000 000 LIFE INSURANCE	2,345	187	527	1,818	22%
450 91100 81425 0000 000 RETIREMENT - HEALTH/LIFE	47,395	3,878	11,634	35,761	25%
450 91100 81430 0000 000 RETIREMENT - TCRS	80,730	5,065	21,398	59,332	27%
450 91100 81431 0000 000 PENSION EXPENSE - GASB 68 REVERSAL	-100,000	0	0	-100,000	0%
450 91100 81432 0000 000 PENSION EXPENSE - GASB 68 COST	30,000	0	0	30,000	0%
450 91100 81433 0000 000 OPEB EXPENSE	0	0	0	0	0%
450 91100 81440 0000 000 SUPPLEMENT RETIREMENT - 457	0	0	0	0	0%
450 91100 81441 0000 000 SUPPLEMENT RETIREMENT - 401	8,000	491	1,465	6,535	18%
450 91100 81450 0000 000 SICK LEAVE BUY-BACKS	2,000	0	0	2,000	0%
450 91100 81455 0000 000 ATTENDANCE BONUS	1,000	0	0	1,000	0%
450 91100 81456 0000 000 ANNUAL LEAVE BUY-BACKS	1,000	0	0	1,000	0%
450 91100 81470 0000 000 WORKER'S COMPENSATION	2,830	236	706	2,124	25%
450 91100 81481 0000 000 CLOTHING & UNIFORMS	5,500	370	775	4,725	14%
450 91100 82330 0000 000 PERIODICAL SUBSCRIPTIONS	2,000	0	0	2,000	0%
450 91100 82450 0000 000 COMMUNICATIONS	83,000	6,890	13,780	69,220	17%
450 91100 82530 0000 000 ACCTING & AUDITING SRVCS	8,700	0	0	8,700	0%
450 91100 82550 0000 000 MAPPING/DATA BASE	10,000	10,000	10,000	0	100%
450 91100 82599 0000 000 OTHER PROF SRVCS	7,500	15	30	7,470	0%
450 91100 82605 0000 000 R/M - OFC MACH & EQUIP	2,700	15	1,868	832	69%
450 91100 82620 0000 000 R/M - OTHER EQUIPMENT	164,000	0	31,760	132,240	19%
450 91100 82810 0000 000 MRBSHIPS & REGISTRATIONS	6,000	0	704	5,296	12%
450 91100 82820 0000 000 TRAVEL - CONF & SCHOOLS	5,000	1,669	3,130	1,870	63%
450 91100 83100 0000 000 OFFICE SUPPLIES/MATERIALS	2,000	141	643	1,357	32%
450 91100 83299 0000 000 OTHER OPER SUPPLIES	2,000	352	1,191	809	60%
450 91100 83550 0000 000 COMPUTER SOFTWARE-N/C	0	0	0	0	0%
450 91100 85130 0000 000 LIABILITY INSURANCE	2,600	0	0	2,600	0%
450 91100 85140 0000 000 OFFICIALS' SURETY BONDS	0	0	0	0	0%
450 91100 85240 0000 000 RENTAL - MACH & EQUIP	2,500	0	560	1,940	22%
450 91100 85410 0000 000 DEPRECIATION	160,000	13,335	40,005	119,995	25%
450 91100 88030 0000 000 RENTAL - BUILDING AND FACILIITES MC	31,800	2,650	7,950	23,850	25%
<b>Total Expenditures</b>	<b>1,425,975</b>	<b>110,261</b>	<b>329,533</b>	<b>1,096,442</b>	<b>23%</b>

**Brentwood ECD Agenda**

2.

**Meeting Date:** 10/28/2019

**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, October 28, 2019  
Subject: Quarterly Report

#### **At a Glance**

- The Tennessee Emergency Communications Board held a special meeting in July to hear public comment regarding a proposed increase to the current 9-1-1 surcharge rate. ECS Watkins attended the meeting where it was recommended that each district solicit their board to adopt a resolution asking their local legislative delegation members to co-sign and support the joint resolution for a surcharge rate increase.
- The Rotary Club's 2019 "Telecommunicator of the Year" was awarded to Dispatcher Jackie Jackson. Over his 21-year career in Public Safety, Dispatcher Jackson has earned the reputation as an exemplary employee that goes the extra mile to ensure officer, firefighter and public safety.
- Dispatch Trainee Mikaela Lechner assisted with the Brentwood Fire Rescue Lieutenant Assessment Testing. During the scenario based practical exercise Dispatcher Lechner played the Dispatch role during a structure fire exercise. She gained a better understanding of fire terminology and was able to put the "Communications Structure Fire-Model" into play.
- 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 2019

### A. Staffing

- Communications is currently staffed with nine (9) full-time Dispatchers, two (2) Dispatch trainees and one (1) Supervisor. Three (3) staff members are Lead Dispatchers and three (3) are Communications Training Officers (CTO's).
  - Kelli Hicks hire date was effective July 15<sup>th</sup> and is currently in the training program working first shift.
  - Mikaela Lechner hire date was effective July 15<sup>th</sup> and is currently in the training program working third shift.
- Andrew Patton, Stephanie Curby and Gia Rutherford are temporarily working on a part-time basis during the transitional training process. We are very grateful for their service.

### B. Statistics

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

- Total calls answered (9-1-1 and Admin) – 10,209
- E9-1-1 CALLS – 2,108
- On average, calls were answered within 5 seconds (about 1 ring).
- Approximately, 86% 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 5:00 a.m. and 6:00 a.m.
- The average telephone conversation lasted 88 seconds.
- Total CAD responses created – 11,547
  - Police Department – 9,950
  - Fire & Rescue – 1,015
  - Non-Dispatched CAD Calls - 582

### 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 93% of the time.

MONTH	AVE. TIME (Sec)	GROUP AVG.
JULY	45	85%
AUG	52	84%
SEPT.	47	90%

#### **D. Training**

- APCO Public Safety Telecommunication Course 1 (PSTC1) – Trainees Kelli Hicks and Mikaela Lechner
- NCIC/TIES – Dispatcher Chaurette Wimberley
- APCO International Conference – Dispatcher Jackie Jackson & ECS Kathleen Watkins
- All-Hazards Incident Tactical Dispatcher (INTD) Course – Lead Dispatcher Laurel Kazenske and Dispatcher Peter Diamond
- All Telecommunicators completed the following on line training:
  - Citizen Response to Active Shooter Event – (Inhouse Training)
  - Virtual Academy – Responding to Active Violent 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

#### **E. Technology**

- Central Square – CAD Training Environment -upgrade completed in preparation for Production Environment upgrade scheduled for October.
- Back-Up PSAP Testing was completed at Williamson County Emergency Communications Center. Back-Up PSAP Testing for Williamson County Emergency Communications Center was completed at Brentwood ECD. Both tests were successful.
- Monthly Tornado Siren Test completed.

## **Brentwood ECD Agenda**

1.

**Meeting Date:** 10/28/2019

**Submitted by:** Kirk Bednar, Administration

**Department:** Administration

---

### **Information**

#### **Subject**

Resolution ECD 2019-02 - A RESOLUTION IN SUPPORT OF 911 SURCHARGE RATE RESTORATION, for adoption

#### **Background**

The Tennessee Emergency Communications Board (TECB) has proposed to restore the 911 surcharge rates to the 2010 levels of \$1.50 per line. Today, the 911 surcharge is set at \$1.16 statewide for all devices capable of calling 911. Two cents of the \$1.16 rate is reserved to fund the Telecommunications Device Access Program, providing devices to the speech or hearing-impaired, with the remaining \$1.14 being returned to Districts. This distribution would remain in place with in proposed increase; and

In 2010, the Brentwood Emergency Communications District Board petitioned the TECB to increase the per line surcharge rates in effect at that time from \$0.65 to \$1.50 per line for residential lines and from \$2.00 to \$3.00 per line for businesses. That rate increase was approved by the TECB and remained in effect until superseded by the Modernization and IP Transition Act of 2014 approved by the state legislature which established the current rates and guaranteed local districts an amount at least equal to the average of funds collected between 2010 and 2012.

Without an increase in 911 funding since 2010, districts across Tennessee are falling into negative budgets which can result in intervention by the TECB after three consecutive years. Currently, Brentwood receives base funding from the state in the amount of \$864,126 which has not increased since implementation of the new rate structure in 2014. The General Fund must subsidize the Emergency Communications District in the amount of \$484,700 annually because 911 service fees do not provide sufficient funding to fully cover the cost of operating the 911 dispatch center. It is projected that Brentwood would receive an additional \$300,000 in annual base funding as a result of the proposed fee increase.

While Maintenance of Effort requirements would not allow the City to reduce its subsidy dollar for dollar, the additional revenue would allow the City to reallocate some General Fund costs to the ECD and likely stabilize the City's subsidy level for several years to come.

**Staff recommendation**

Staff recommends approval of the attached resolution in support of the TECB fee increase proposal.

---

---

**Fiscal Impact****Attachments**

Resolution ECD-2019-02

---

---

## **RESOLUTION ECD-2019-02**

### **A RESOLUTION OF THE BRENTWOOD EMERGENCY COMMUNICATIONS DISTRICT TO REQUEST APPROVAL OF INCREASED EMERGENCY TELEPHONE SERVICE CHARGES BY THE EMERGENCY COMMUNICATIONS BOARD OF THE STATE OF TENNESSEE**

**WHEREAS,** *Tennessee Code Annotated* § 7-86-306(a)(12) authorizes the Emergency Communications Board of the State of Tennessee (TECB) to raise the emergency telephone service charge rates of an individual emergency communications district up to certain designated levels; and

**WHEREAS,** the TECB has proposed to restore the 911 surcharge rates to the 2010 levels of \$1.50 per line; and

**WHEREAS,** the 911 surcharge is currently set at \$1.16 statewide for all devices capable of calling 911, with two cents of the \$1.16 rate reserved to fund the Telecommunications Device Access Program, providing devices to the speech or hearing-impaired, and the remaining \$1.14 being returned to Districts; and

**WHEREAS,** this distribution would remain in place with in proposed increase; and

**WHEREAS,** in 2010 the Brentwood Emergency Communications District Board petitioned the TECB to increase the per line surcharge rates in effect at that time from \$0.65 to \$1.50 per line for residential lines and from \$2.00 to \$3.00 per line for businesses; and

**WHEREAS,** the 2010 rate increase was approved by the TECB and remained in effect until superseded by the Modernization and IP Transition Act of 2014 approved by the state legislature which the established the current rates and guaranteed local districts an amount at least equal to the average of funds collected between 2010 and 2012; and

**WHEREAS,** without an increase in 911 funding since 2010, Districts across Tennessee are falling into negative budgets which can result in intervention by the TECB after three consecutive years; and

**WHEREAS,** Brentwood currently receives base funding from the state in the amount of \$864,126 which has not increased since implementation of the new rate structure in 2014; and

**WHEREAS,** the Brentwood General Fund must subsidize the Emergency Communications District in the amount of \$484,700 annually because 911 service fees do not provide sufficient funding to fully cover the cost of operating the 911 dispatch center; and

**WHEREAS,** it is projected that the Brentwood would receive an additional \$300,000 in annual base

funding as a result of the proposed fee increase.

**NOW, THEREFORE, BE IT RESOLVED BY THE BRENTWOOD EMERGENCY COMMUNICATIONS DISTRICT, AS FOLLOWS:**

**SECTION 1.** The Brentwood Emergency Communications District hereby expresses its support of the TECB in their proposal to restore 911 rates to the 2010 level of \$1.50 per line.

**SECTION 2.** The Brentwood Emergency Communications District directs that a copy of this resolution be forwarded to the TECB and elected representatives.

**SECTION 3.** That the Chairman is hereby authorized to execute any and all necessary documents to implement the revised emergency telephone charge.

**SECTION 4.** That this resolution shall take effect from and after its passage, the general welfare of the Brentwood Emergency Communications District requiring it.

\_\_\_\_\_  
CHAIRMAN Rhea E. Little, III

ADOPTED: \_\_\_\_\_

*Approved as to form:*

\_\_\_\_\_  
CITY RECORDER Holly Earls

\_\_\_\_\_  
CITY ATTORNEY Kristen L. Corn