



Agenda for the Emergency Communications District Meeting
Monday, July 27, 2020 - 6:45 pm
Brentwood City Hall

In the interest of the public health, safety, and welfare of the public, this meeting will be held electronically pursuant to Governor's Executive Order No. 16, 34, and 51. Physical presence of the public will be limited, but the meeting may be viewed online at www.brentwoodtn.gov/livestream.

Call to Order by Mayor
Roll Call

Approval of Minutes

April 27, 2020

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: 07/27/2020

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Approval or correction of minutes from the April 27, 2020 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 27, 2020 at 7:00 pm at Brentwood City Hall.

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

Staff City Manager Kirk Bednar (electronically); Assistant City Manager Jay Evans

Present: (electronically); City Attorney Kristen Corn (electronically); City Recorder Holly Earls (electronically)

Mayor Little stated the following:

“As you may know, Governor Bill Lee issued Executive Order 16 on Friday, March 16. This Order was issued to ensure that government continues to function openly and transparently during the COVID-19 emergency while taking appropriate measures to protect the health and safety of citizens and government officials. In his Order, Governor Lee recognized that guidance from the White House and Centers for Disease Control and Prevention advises that Americans should avoid social gatherings in groups of more than 10 people and that older persons and persons with serious underlying health conditions should remain at home. The Governor also emphasized that in the interest of limiting the community spread of COVID-19, private and governmental entities of all types should eliminate large public gatherings and conduct business remotely by electronic means to the greatest extent possible. The Order provides that governments may meet to conduct essential business by electronic means when the governing body determines that doing so is necessary to protect citizens.

Sadly, COVID-19 is spreading rapidly throughout the state and Williamson County, with known cases in Brentwood. Therefore, the City has determined that in the interest of protecting the health, safety, and welfare of Tennesseans and the citizens of Brentwood, it is necessary for the Emergency Communication District to meet partially electronically rather than in-person. We have posted the link for public viewing on the City’s website and social media pages, and we have disseminated the same to the media.

Is there any objection by the Board? Seeing none, we will proceed with our meeting in accordance with the State of Tennessee Governor’s Executive Order Number 16.”

Approval of Minutes

January 27, 2020

Moved by Vice Mayor Ken Travis (electronically) for approval of the minutes as written, seconded by Commissioner Nelson Andrews (electronically)

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-2020-01 - A RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE – TENNESSEE EMERGENCY COMMUNICATIONS BOARD FOR COVID-19 DATA, for adoption

Moved by Vice Mayor Ken Travis (electronically) for approval, seconded by Commissioner Regina Smithson (electronically)

Vote: 7 - 0 Approved - Unanimously

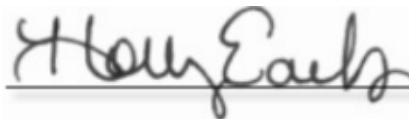
Resolution ECD 2020-02 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH CROSSLIN & ASSOCIATES, PLLC FOR THE ANNUAL AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2020, for adoption

Moved by Commissioner Nelson Andrews (electronically) for approval, seconded by Commissioner Susannah Macmillan (electronically)

Vote: 7 - 0 Approved - Unanimously

With no other business on the agenda the meeting adjourned at 7:00 pm.

APPROVED _____



Holly Earls, City Recorder

Brentwood ECD Agenda

1.

Meeting Date: 07/27/2020

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 2020 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 2019-2020 fiscal year.

Year to date revenues collected as of June 30, 2020 are \$1,463,897 or 102% of budget. Year to date expenses are \$1,435,043 or 101% of budget. For comparison purposes, for the same twelve month period for fiscal year 2019, revenues were \$1,573,647 or 110% of budget, and expenses were \$1,451,476 or 103% of budget. The difference between FY 2019 and FY 2020 year-to-date revenues is partially due to ECD having received excess operational funding equal to \$173,384 in FY 2019, but only received \$86,763 in FY 2020.

Other Items of Interest

No other items of interest.

Please advise if you have any questions concerning the Emergency Communications District (ECD) revenue and expense quarterly report as of June 30, 2020.

Staff recommendation

N/A

Fiscal Impact

Attachments

FY 2020 Fourth Quarter ECD Report

CITY OF BRENTWOOD
Revenue and Expenditure Reports (Unaudited)
For the Period Ending June 30, 2020

			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	864,125	144,021	864,126	-1	110%
TECB DISTRIBUTION OF EXCESS REVENUE	45,000	0	86,763	-41,763	0%
INTEREST EARNINGS	45,000	97	28,450	16,550	63%
MISCELLANEOUS	0	0	-141	141	0%
OPER TRANSFER FROM GENERAL FD	484,700	0	484,700	0	100%
Total Revenues	1,438,825	144,118	1,463,897	-25,072	102%
SALARIES	596,665	42,346	557,863	38,802	93%
SALARIES PART TIME	3,000	680	6,453	-3,453	215%
SALARIES - OVERTIME	50,835	5,304	55,740	-4,905	110%
LONGEVITY PAY	4,340	0	4,380	-40	101%
LEAD PAY SUPPLEMENT	6,240	480	6,154	86	99%
SUPPLEMENTAL PAY	1,500	0	5,400	-3,900	360%
SHIFT DIFFERENTIAL	9,900	854	10,363	-463	105%
FICA (EMPLOYER'S SHARE)	51,705	3,767	48,293	3,412	93%
HEALTH INSURANCE	129,190	10,766	129,190	0	100%
DENTAL REIMBURSEMENT	2,000	139	1,894	106	95%
LIFE INSURANCE	2,345	224	2,434	-89	104%
RETIREMENT - HEALTH/LIFE	47,395	4,737	47,395	0	100%
RETIREMENT - TCRS	80,730	5,163	73,510	7,220	91%
PENSION EXPENSE - GASB 68 REVERSAL	-100,000	0	0	-100,000	0%
PENSION EXPENSE - GASB 68 COST	30,000	0	0	30,000	0%
RETIREMENT - HYBRID BASE	0	75	1,049	-1,049	0%
SUPPLEMENT RETIREMENT - 401	8,000	609	5,882	2,118	74%
EMPLOYER HYBRID DC 401	0	414	3,486	-3,486	0%
SICK LEAVE BUY-BACKS	2,000	0	1,539	462	77%
ATTENDANCE BONUS	1,000	900	900	100	90%
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	1,010	4,759	741	87%
PERIODICAL SUBSCRIPTIONS	2,000	0	0	2,000	0%
COMMUNICATIONS	83,000	6,390	78,182	4,818	94%
ACCTING & AUDITING SRVCS	8,700	0	9,450	-750	109%
MAPPING/DATA BASE	10,000	0	10,000	0	100%
OTHER PROF SRVCS	7,500	41	261	7,239	3%
R/M - OFC MACH & EQUIP	2,700	100	3,246	-546	120%
R/M - OTHER EQUIPMENT	164,000	0	152,846	11,154	93%
MRBSHIPS & REGISTRATIONS	6,000	30	2,817	3,183	47%
TRAVEL - CONF & SCHOOLS	5,000	0	5,313	-313	106%
OFFICE SUPPLIES/MATERIALS	2,000	92	1,785	215	89%
OTHER OPER SUPPLIES	2,000	0	2,184	-184	109%
COMPUTER SOFTWARE-N/C					
LIABILITY INSURANCE	2,600	0	2,406	194	93%
RENTAL - MACH & EQUIP	2,500	0	5,240	-2,740	210%
DEPRECIATION	160,000	13,335	160,000	-20	100%
RENTAL - BUILDING AND FACILIITES MC	31,800	2,650	31,800	0	100%
Total Expenditures	1,425,975	100,341	1,435,043	-9,088	101%

Brentwood ECD Agenda

2.

Meeting Date: 07/27/2020

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



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 27, 2020

Subject: Quarterly Report

At a Glance

- The week of April 12th – 18th was recognized as National Public Safety Telecommunications Week. Despite the Coronavirus pandemic, a week to recognize Brentwood ECD was in order. The team celebrated with casual themed dress days and meals were donated throughout the week.
- Recruitment for the 12th Public Safety Dispatch position was held. In all, there were 49 applications received and a conditional job offer was made.
- Congratulations to Dispatcher Kelli Hicks and her husband, Weston, on the birth of their beautiful baby girl, Savannah Ann. Savannah was born on June 9th.
- Brentwood Police Officer Destin Legieza was killed in the line of duty on June 18th as the result of a motor vehicle accident. Williamson County Emergency Communications Center handled all Brentwood ECD operations from 12:00 PM June 23rd – 5:00 AM June 25th in order for all Brentwood Public Safety Dispatchers to attend the visitation and funeral services. We are ever grateful for the partnership we share and their assistance during this time of mourning.
- A retirement reception was held for Brentwood Assistant Police Chief Tommy Walsh for his dedicated service to the community for over 31 years.

OPERATIONS REPORT FOR Q2 – APRIL – JUNE 2020

A. Staffing

- Communications is currently staffed with eleven (11) full-time Dispatchers and one (1) Supervisor. Three (3) staff members are Lead Dispatchers and two (2) are Communications Training Officers (CTO's).
- A contingent job offer was made to fill the 12th Public Safety Dispatch vacancy.
 - Stacy Shotwell is currently in the background process. She has no previous Public Safety Dispatch experience.
 - Andrew Patton continues to work on an as needed part-time basis. 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) – 8,679
- E9-1-1 CALLS – 1,869
- On average, calls were answered within 4 seconds (about 1 ring).
- Approximately, 84% 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 3:00 a.m. and 4:00 a.m.
- The average telephone conversation lasted 87 seconds.
- Total CAD responses created – 6,833
 - Police Department – 5,422
 - Fire & Rescue – 925
 - Non-Dispatched CAD Calls – 486

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	45	81%
MAY	49	93%
JUNE	48	87%

D. Training

- Due to the Coronavirus pandemic all preplanned training was canceled.
- Fire/Dispatch Sit-In – Brentwood Fire & Rescue began a new program at the start of the year where once a month a Fire Lieutenant sits in and observes the dispatch operations. This quarter, Lt. LoPiccolo and Lt. Menanno sat with Lead Dispatcher Mike Burton. This program has been well received and valuable those that have participated.
- On-Line Training “Improving Morale in Your Agency” – Kathleen Watkins
- 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.

E. Technology

- 9-1-1 and Administrative Phone Lines were transferred to Williamson County Emergency Communications Center on June 23rd from 12:00 PM – June 25th at 5:00 AM in order from Brentwood Public Safety Dispatchers to attend the funeral of Officer Destin Legieza.
- Motorola Radio upgrade.
- Monthly Tornado Siren Tests were successfully completed.

Brentwood ECD Agenda

1.

Meeting Date: 07/27/2020

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 prior to 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 27, 2020.

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.
