



**Agenda for the Emergency Communications District Meeting
Monday, January 25, 2021 - 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, 51, 60, 65, and 71. 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

October 26, 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: 01/25/2021

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Approval or correction of minutes from the October 26, 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, October 26, 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 March 16 and extended its provisions by Executive Order 34 on May 6, Executive Order 51 on June 29, and Executive Order 60 on August 28. These Orders were 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 Orders, Governor Lee 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 Orders provide 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 continues to spread across the state and Williamson County. 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 Orders Number 16, 34, 51, and 60."

Approval of Minutes

July 27, 2020

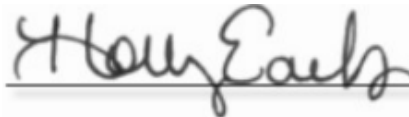
Moved by Commissioner Mark Gorman (electronically) for approval of the minutes as written, seconded by Vice Mayor Ken Travis (electronically)

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 6:55 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: 01/25/2021

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 2021 revenue and expense report for the Emergency Communications District (ECD) Fund. This report shows unaudited budget to actual comparisons for the first six months of the 2020-2021 fiscal year.

Year to date revenues collected as of December 31, 2020 are \$1,222,806 or 80% of budget. Year to date expenses are \$799,214 or 53% of budget. For comparison purposes, for the same six-month period for fiscal year 2020, revenues were \$938,935 or 65% of budget, and expenses were \$804,813 or 56% of budget. The difference between FY 2021 and FY 2020 year-to-date revenues is partially due to the receipt of a special distribution authorized by TECB (Tennessee Emergency Communications Board) during the June 8, 2020 meeting for the purpose of "bridging the gap" between the start of fiscal year 2021 on July 1, 2020 and the effective date of SJR0836 (to increase the 911 surcharge rate to \$1.50) implementation on January 1, 2021.

Other Items of Interest

The rate increase from 1.16 to 1.50 was effective on January 1, 2021 and is expected to increase ECD 911 revenues \$300,000 per year. The City's first monthly distribution at the increased rate will be February, 2021.

Please advise if you have any questions concerning the Emergency Communications District (ECD) revenue and expense quarterly report as of December 31, 2020.

Staff recommendation

N/A

Fiscal Impact

Attachments

ECD December 31, 2020 Quarterly Report

CITY OF BRENTWOOD
Revenue and Expenditure Reports
For the Period Ending December 31, 2020

Comparative % 50%

	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% Realized/Spent</u>
DEPT 91100: ECD					
TECB-REIMBURSEMENTS AND/OR GRANTS	0	0	162,627	-162,627	0%
TECB OPERATIONAL FUNDING	994,125	144,021	432,063	562,062	43%
TECB DISTRIBUTION OF EXCESS REVENUE	45,000	0	141,706	-96,706	315%
INTEREST EARNINGS	1,000	675	1,710	-710	171%
MISCELLANEOUS	0	0	0	0	0%
OPERATING TRANSFER FROM GENERAL FUND	484,700	0	484,700	0	100%
Total Revenues	1,524,825	144,696	1,222,806	302,019	80%
SALARIES	632,715	77,600	299,019	333,696	47%
SALARIES PART TIME	3,000	480	5,248	-2,248	175%
SALARIES - OVERTIME	50,835	3,963	30,135	20,700	59%
LONGEVITY PAY	4,600	280	4,600	0	100%
LEAD PAY SUPPLEMENT	6,240	480	3,034	3,206	49%
F T O SUPPLEMENTAL PAY	1,500	570	2,070	-570	138%
SHIFT DIFFERENTIAL	9,900	854	5,396	4,504	55%
FICA (EMPLOYER'S SHARE)	54,230	6,300	25,223	29,007	47%
HEALTH INSURANCE	140,425	11,702	70,212	70,213	50%
DENTAL REIMBURSEMENT	2,000	113	502	1,498	25%
LIFE INSURANCE	3,065	224	1,387	1,678	45%
RETIREMENT - HEALTH/LIFE	47,320	3,943	23,662	23,658	50%
RETIREMENT - TCRS	69,555	8,370	35,290	34,265	51%
PENSION EXPENSE - GASB 68 REVERSAL	-100,000	0	0	-100,000	0%
PENSION EXPENSE - GASB 68 COST	30,000	0	0	30,000	0%
OPEB EXPENSE	4,130	0	0	4,130	0%
RETIREMENT - HYBRID BASE	1,515	147	639	876	42%
EMPLOYER MATCH - 457	7,850	666	4,102	3,748	52%
EMPLOYER HYBRID DC 401	6,895	741	2,975	3,920	43%
SICK LEAVE BUY-BACKS	2,000	0	606	1,394	30%
ATTENDANCE BONUS	1,000	0	0	1,000	0%
ANNUAL LEAVE BUY-BACKS	1,000	0	0	1,000	0%
WORKER'S COMPENSATION	2,885	240	1,443	1,442	50%
CLOTHING & UNIFORMS	5,500	67	2,082	3,418	38%
PERIODICAL SUBSCRIPTIONS	2,500	0	0	2,500	0%
COMMUNICATIONS	83,000	0	31,950	51,050	38%
ACCTING & AUDITING SRVCS	9,000	0	0	9,000	0%
MAPPING/DATA BASE	10,000	0	10,000	0	100%
OTHER PROF SRVCS	17,500	0	1,609	15,891	9%
R/M - OFC MACH & EQUIP	2,700	100	2,878	-178	107%
R/M - OTHER EQUIPMENT	182,975	0	134,755	48,220	74%
MRBSHIPS & REGISTRATIONS	6,000	0	1,754	4,246	29%
TRAVEL - CONF & SCHOOLS	5,000	0	0	5,000	0%
OFFICE SUPPLIES/MATERIALS	2,000	125	451	1,549	23%
SUNDRY	2,000	55	1,163	837	58%
LIABILITY INSURANCE	2,600	0	0	2,600	0%
RENTAL - MACH & EQUIP	2,500	0	1,120	1,380	45%
DEPRECIATION	162,640	13,335	80,010	82,630	49%
RENTAL - BUILDING AND FACILIITES MC	31,800	2,650	15,900	15,900	50%
Total Expenditures	1,510,375	133,005	799,214	711,161	53%

Brentwood ECD Agenda

2.

Meeting Date: 01/25/2021

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 Little
MAYOR

Ken Travis
VICE
MAYOR

Kirk Bednar
CITY MANAGER

Kathleen Watkins
EMERGENCY
SUPERVISOR



EMERGENCY COMMUNICATIONS DISTRICT
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, January 25, 2021
Subject: Quarterly Report

At a Glance

- In preparation for the state requirement that all PSAP's provide CPR instruction to those patients in cardiac arrest, Brentwood Telecommunicators received CPR certification and scenario-based T-CPR instruction from BF&R Lt. Mike McCutcheon. His training and the Virtual Academy T-CPR course have prepared our telecommunicators for those call types. We are very grateful for Lt. McCutcheon for sharing his knowledge and expertise in this field.
- On the morning of December 25th, the City of Nashville was the target of a bomb that exploded in front of the AT&T building located on Second Ave. The impact of the explosion posed a major impact on the communication infrastructure for 9-1-1 centers throughout Middle TN, GA, KY, and AL. The City of Brentwood was no exception. Around noon the 9-1-1 phone lines, MDT's, AVL, and AT&T/FirstNET cell phone service stopped. The following timeline shows the events as they unfolded in Brentwood ECD:
 1. 12/25/20 - 12:17 pm: 9-1-1 lines failed
 2. 12/26/20 – 9:19 am: 9-1-1 lines were routed to Verizon cell phone in Dispatch
 3. 12/26/20 – 3:26 pm: 9-1-1 lines were rerouted to an additional administrative line in Dispatch
 4. 12/27/20 – 2:28 pm: First 9-1-1 call was received by Brentwood ECD
 5. 12/27/20 – 4:53 pm: AT&T 9-1-1 testing completed successfully. Lines were taken off administrative reroute.

City Technology Department, specifically John Allman and Dan Harrison, should be commended for their diligence in working with AT&T to restore the 9-1-1 service to our community.

- Four Brentwood Fire & Rescue Lieutenants continued with the program to help familiarize them with the operations within Communications. Each spent a four-hour shift in Dispatch with a Lead Telecommunicator for orientation/familiarization. The feedback continues to be very favorable from those that have completed the program.
- Dispatcher Stacy Shotwell successfully passed Dispatch Phase 1 Panel
- Dispatcher Kelli Hicks and Mikaela Lechner successfully passed the Final Dispatch Phase Panel

• OPERATIONS REPORT FOR Q4 – OCTOBER – DECEMBER 2020

A. Staffing

- Communications is currently staffed with twelve (12) full-time Dispatchers and one (1) Supervisor. Three (3) staff members are Lead Dispatchers and two (2) are Communications Training Officers (CTO's).
- PSD Trainee Stacy Shotwell is currently in the Communications Training Program.
- PSD Trainee Kristen Taylor was hired on December 7, 2020. She is currently in the Communications Training Program.
- 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) – 8,872
- E9-1-1 CALLS – 2,089
- 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 2:00 p.m. and 3:00 p.m. The slowest hour of the day was between 3:00 a.m. and 4:00 a.m.
- The average telephone conversation lasted 89 seconds.
- Total CAD responses created – 7,966
 - Police Department – 6,511
 - Fire & Rescue – 1,007
 - Non-Dispatched CAD Calls – 448

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 99% of the time.

MONTH	AVE. TIME (Sec)	GROUP AVG.
OCT.	44	93%
NOV.	42	97%
DEC.	42	94%

D. Training

- Dispatch Trainee Kirsten Taylor completed Public Safety Telecommunicator 1 Course approved by the Association for Public Safety Communications (APCO) Institute.
- Crisis Intervention Team (CIT) – 40 hrs. Dispatcher Chaurette Wimberley and Mikaela Lechner
- Fire LT. McCutcheon provided CPR and T-CPR Training for telecommunicators.
- 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. Cody Johnson, Lt. Larry Ritchey, Lt. John Russ & LT. Jeremy Giroux participated in the program. This program has been well received and valuable those that have participated.
- Effectively Managing Problem Employees – ECS Kathleen Watkins
- Leadership Brentwood – ECS Kathleen Watkins
- All telecommunicators completed the following on-line training:
 1. Telecommunicator-CPR (T-CPR)– V-Academy
- 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.
- All telecommunicators completed quarterly Dispatch Equipment Training.

E. Technology

- CAD Consolidation Project with Williamson County

Brentwood ECD Agenda

1.

Meeting Date: 01/25/2021

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 October 26, 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.
