



**Agenda for the Emergency Communications District Meeting
Monday, July 26, 2021 - 6:45 pm
Brentwood City Hall**

Call to Order by Mayor
Roll Call

Approval of Minutes

May 10, 2021

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: 07/26/2021

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Approval or correction of minutes from the May 10, 2021 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, May 10, 2021 at 8:50 pm at Brentwood City Hall.

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

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

Approval of Minutes

January 25, 2021

Moved by Commissioner Regina Smithson 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.

New Business

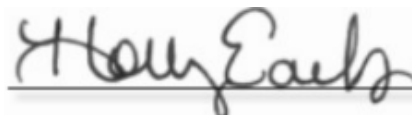
Resolution ECD 2021-01 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH BLANKENSHIP CPA GROUP, PLLC FOR FINANCIAL AND COMPLIANCE AUDIT SERVICES, for adoption

Moved by Commissioner Ken Travis for approval, seconded by Commissioner Susannah Macmillan

Vote: 7 - 0 Approved - Unanimously

With no other business on the agenda the meeting adjourned at 8:57 pm.

APPROVED _____



Holly Earls, City Recorder

Brentwood ECD Agenda

1.

Meeting Date: 07/26/2021

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

Year to date revenues collected as of June 30, 2021 are \$1,821,770 or 119% of budget. Year to date expenses are \$1,532,176 or 100% of budget. For comparison purposes, for the same period for fiscal year 2020, revenues were \$1,463,628 or 102% of budget, and expenses were \$1,462,820 or 103% of budget.

The difference between FY 2021 and FY 2020 year-to-date revenues is due to the surcharge rate increase and the 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 that increased the 911 surcharge rate to \$1.50.

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 annual revenues \$325,000 per year. The City's first monthly distribution at the increased rate was received in February 2021.

Please advise if you have any questions concerning the Emergency Communications District (ECD) revenue and expense quarterly report as of June 30, 2021.

Staff recommendation

N/A

Fiscal Impact

Attachments

FY 2021 Fourth Quarter ECD Report

CITY OF BRENTWOOD
Revenue and Expenditure Reports
For the Period Ending June 30, 2021

			Comparative %		100%
	<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	54,209	369,254	-369,254	0%
TECB OPERATIONAL FUNDING	994,125	144,021	864,126	129,999	87%
TECB DISTRIBUTION OF EXCESS REVENUE	45,000	0	97,706	-52,706	217%
INTEREST EARNINGS	1,000	635	5,830	-4,830	583%
MISCELLANEOUS	0	0	154	-154	0%
OPERATING TRANSFER FROM GENERAL FUND	484,700	0	484,700	0	100%
Total Revenues	1,524,825	198,865	1,821,770	-296,945	119%
SALARIES	660,005	71,057	626,429	33,576	95%
SALARIES PART TIME	3,000	291	8,645	-5,645	288%
SALARIES - OVERTIME	50,835	1,745	49,507	1,328	97%
LONGEVITY PAY	4,600	0	4,600	0	100%
LEAD PAY SUPPLEMENT	6,240	480	6,154	86	99%
F T O SUPPLEMENTAL PAY	1,500	540	6,720	-5,220	448%
SHIFT DIFFERENTIAL	9,900	854	10,946	-1,046	111%
FICA (EMPLOYER'S SHARE)	54,230	5,670	52,598	1,632	97%
HEALTH INSURANCE	140,425	11,702	140,425	0	100%
DENTAL REIMBURSEMENT	2,000	310	1,395	606	70%
LIFE INSURANCE	3,065	245	2,856	209	93%
RETIREMENT - HEALTH/LIFE	47,320	3,943	47,320	0	100%
RETIREMENT - TCRS	69,555	7,414	68,581	974	99%
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	149	1,555	-40	103%
EMPLOYER MATCH	7,850	795	9,113	-1,263	116%
EMPLOYER HYBRID DC 401	6,895	677	7,141	-246	104%
SICK LEAVE BUY-BACKS	2,000	0	606	1,394	30%
ATTENDANCE BONUS	1,000	650	650	350	65%
ANNUAL LEAVE BUY-BACKS	1,000	0	0	1,000	0%
WORKER'S COMPENSATION	2,885	240	2,885	0	100%
CLOTHING & UNIFORMS	5,500	698	4,659	841	85%
PERIODICAL SUBSCRIPTIONS	2,500	0	0	2,500	0%
COMMUNICATIONS	83,000	6,390	76,698	6,302	92%
ACCTING & AUDITING SRVCS	9,000	0	9,750	-750	108%
MAPPING/DATA BASE	10,000	0	10,000	0	100%
OTHER PROF SRVCS	17,500	74	31,808	-14,308	182%
R/M - OFC MACH & EQUIP	2,700	847	4,225	-1,525	156%
R/M - OTHER EQUIPMENT	182,975	0	145,255	37,720	79%
MRBSHIPS & REGISTRATIONS	6,000	0	2,467	3,533	41%
TRAVEL - CONF & SCHOOLS	5,000	0	1,677	3,323	34%
OFFICE SUPPLIES/MATERIALS	2,000	123	1,821	179	91%
SUNDRY	2,000	0	1,953	47	98%

CITY OF BRENTWOOD
Revenue and Expenditure Reports
For the Period Ending June 30, 2021

	Comparative %				100%
	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% Realized/Spent</u>
LIABILITY INSURANCE	2,600	0	50	2,550	2%
OFFICIALS' SURETY BONDS	0	0	748	-748	0%
RENTAL - MACH & EQUIP	2,500	0	1,120	1,380	45%
DEPRECIATION	162,640	13,335	160,020	2,620	98%
RENTAL - BUILDING AND FACILIITES MC	31,800	2,650	31,800	0	100%
Total Expenditures	1,537,665	130,879	1,532,176	5,489	100%

Brentwood ECD Agenda

2.

Meeting Date: 07/26/2021

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

Nelson Andrews
VICE MAYOR

Kirk Bednar
CITY MANAGER

Kathleen Watkins
EMERGENCY SUPERVISOR



BRENTWOOD

EMERGENCY COMMUNICATIONS DISTRICT

COMMISSIONERS

Anne Dunn

Mark Gorman

Susannah Macmillan

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, July 26, 2021
Subject: Quarterly Report

At a Glance

- 9-1-1 film documentary on Brentwood ECD completed and submitted by Kyle Patton, son of Andrew Patton. We are very thankful for his extraordinary depiction of the 9-1-1 profession.
- EsiNet migration completed.
- Brentwood and Williamson County proposed going live with Text-To-911 simultaneously and are engaged in conversations to partner in providing media coverage for the new technology.
- The week of April 11-18 was recognized as National Public Safety Telecommunications Week. Staff celebrated with themed dress days, food, games, and prizes.
- Brentwood Fire & Rescue AIC's continued with the Dispatch/Fire program to help better familiarize them with the operations within Communications. Each spent a four-hour shift in Dispatch. The feedback continues to be very favorable from those that have completed the program.

OPERATIONS REPORT FOR Q2 – APRIL– MAY 2021

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).
- 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) – 9,631
- E9-1-1 CALLS – 2,607
- 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 2:00 a.m. and 3:00 a.m.
- The average telephone conversation lasted 86 seconds.
- Total CAD responses created – 9,290
 - Police Department – 7,805
 - Fire & Rescue – 994
 - Non-Dispatched CAD Calls – 471

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.
APRIL	42	96%
MAY	48	98%
JUNE	45	89%

D. Training

- Fire LT. McCutcheon provided T-CPR refresher training for all telecommunicators.
- Fire Deputy Chief Collins provided Comms training for all telecommunicators.
- Peer Support Training – ECS Kathleen Watkins
- Brentwood Fire & Rescue Strategic Planning – Lead Dispatcher Laurel Kazenske, Lead Dispatcher Mike Burton, ECS Kathleen Watkins
- Leadership Brentwood – ECS 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.
- All telecommunicators completed quarterly Dispatch Equipment Training.

E. Technology

- Brentwood ECD successfully migrated to EsiNet on June 30th and is working with AT&T/Intrado in preparation for implementing Text-To-911.
- Brentwood/Williamson County CAD Consolidation project is still in the planning stages.
- The target date for Brentwood Emergency Communications to move into the new Police Department facility is December 2021.

Brentwood ECD Agenda

1.

Meeting Date: 07/26/2021

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 May 10, 2021.

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.
