



**Agenda for the Emergency Communications District Meeting
Monday, July 25, 2022 - 6:45 pm
Brentwood City Hall**

Call to Order by Mayor
Roll Call

Approval of Minutes

April 25, 2022

Reports

1. ECD Quarterly Financial 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 April Curlin, A.D.A. Coordinator, at 371-0060, before the meeting.

Brentwood ECD Agenda

Meeting Date: 07/25/2022

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Approval or correction of minutes from the April 25, 2022 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 25, 2022 at 7:00 pm at Brentwood City Hall.

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

Absent: Mayor Rhea Little

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

Present: City Recorder Holly Earls

Approval of Minutes

February 14, 2022

Moved by Commissioner Ken Travis for approval of the minutes as written, seconded by Commissioner Susannah Macmillan

Vote: 6 - 0 Approved - Unanimously

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

New Business

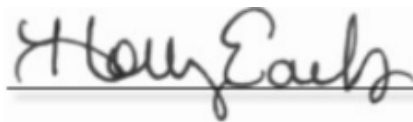
Resolution ECD 2022-01 - RESOLUTION AUTHORIZING AN AGREEMENT WITH BLANKENSHIP CPA GROUP, PLLC FOR FINANCIAL AND COMPLIANCE AUDIT SERVICES, for adoption

Moved by Commissioner Regina Smithson for approval, seconded by Commissioner Susannah Macmillan

Vote: 6 - 0 Approved - Unanimously

With no other business on the agenda the meeting adjourned at 6:58 pm.

APPROVED _____

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

Holly Earls, City Recorder

Brentwood ECD Agenda

1.

Meeting Date: 07/25/2022

Submitted by: Karen Harper, Finance

Department: Finance

Information

Subject

ECD Quarterly Financial Report

Background

Financial Reporting

Please find attached the unaudited financial reports for the fourth quarter of fiscal year 2022 which includes Statement of Revenues and Expenses, Statement of Net Assets, and Budget to Actual Report for the Emergency Communications District (ECD) Fund. The Statement of Revenues and Expenses shows actual year to date revenues and expenses. The Statement of Net Assets shows year to date balances for all asset, liability, and equity accounts. The Budget to Actual Report shows the actual comparisons between the budgeted amount and the year to date actual as of June 30, 2022.

Year to date revenues collected as of June 30, 2022 are \$1,818,281 or 102% of budget. Year to date expenses are \$1,511,349 or 85% of budget. For comparison purposes, for the same period for fiscal year 2021, revenues were \$1,821,616 or 119% of budget, and expenses were \$1,472,197 or 96% of budget.

The difference between FY 2022 and FY 2021 year to date revenues is due to the base funding amount received in August 2020 as 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 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, 2022.

Staff recommendation

N/A

Fiscal Impact

Attachments

Statement of Revenues and Expenses as of 06/30/2022

Statement of Net Assets as of 06/30/2022

ECD Budget to Actual as of 06/30/2022

City of Brentwood

Statement of Revenues and Expenses For EMERGENCY COMMUNICATIONS DISTRICT For Period Ending 6/30/2022 Unaudited

	Total
Revenue	
Use of Money and Property	
Use of Money and Property	
INTEREST EARNINGS	9,426.30
Operational Funding	
Operational Funding	
TECB REIMBURSEMENT - GRANT	98,209.00
TECB OPERATIONAL FUNDING	864,126.00
TECB DISTRIBUTION OF EXCESS REVENUE	345,220.00
Other Revenue	
Other Revenue	
MISCELLANEOUS REVENUE	(9.46)
OPERATING TRANSFER FROM GENERAL FUND	484,700.00
TRANSFER FROM POST EMPLOYMENT BENEFITS FUND	16,600.00
Total Revenue	<u>1,818,281.13</u>

Expense

Personnel	
Salaries and Wages	
SALARIES	681,935.51
SALARIES - PART TIME	4,395.86
SALARIES - OVERTIME	44,581.60
LONGEVITY PAY	4,060.00
SUPPLEMENT - LEAD PAY	6,068.57
SUPPLEMENT - FTO	3,720.00
SHIFT DIFFERENTIAL	10,702.42
Payroll Benefits	
FICA (EMPLOYERS SHARE)	56,603.37
INSURANCE - HEALTH	124,333.90
INSURANCE - DENTAL REIMBURSEMENT	1,767.25
INSURANCE - LIFE	2,896.80
RETIREMENT - HEALTH AND LIFE INSURANCE	50,250.00
RETIREMENT - TCRS (LEGACY)	56,195.67
RETIREMENT - TCRS (HYBRID BASE)	2,419.83
EMPLOYER MATCH - 401K PLAN	9,599.08
EMPLOYER MATCH - HYBRID DEFINED CONTRIBUTION	10,999.36
BUY BACK - SICK LEAVE	3,290.28
WORKER'S COMPENSATION	2,885.00
Other Benefits	
CLOTHING AND UNIFORMS	7,010.70

Services	
Notices, Subscriptions, Publicity	
PERIODICAL SUBSCRIPTIONS	198.00
Utilities	
COMMUNICATIONS	76,682.60
Contractual Services	
COMPUTER SERVICES	156.51
ACCOUNTING AND AUDITING SERVICES	7,500.00
PLANNING CONSULTING MAPPING SERVICES	10,000.00
OTHER PROFESSIONAL SERVICES	2,040.89
Repair and Maintenance Services	
R/M - OFFICE MACHINERY AND EQUIPMENT	4,346.74
R/M - MACHINERY AND EQUIPMENT	131,052.78
Professional Development and Travel	
MEMBERSHIPS AND REGISTRATIONS	3,769.00
TRAVEL - CONFERENCE SCHOOLS AND TRAINING	4,065.95
Supplies	
Office Supplies	
OFFICE SUPPLIES AND MATERIALS	3,023.75
Operating Supplies	
HOUSEHOLD AND JANITORIAL SUPPLIES	364.44
OTHER OPERATING SUPPLIES	2,635.86
SUNDRY	1,864.14
Equipment - Non Capital	
COMMUNICATIONS EQUIPMENT - NON CAPITAL	1,023.12
Business Expenses	
Rentals	
RENTAL - BUILDING AND FACILITIES MUNICIPAL CENTER	31,800.00
Property and Liability Costs	
INSURANCE - LIABILITY	360.56
PROVISION FOR DEPRECIATION	146,685.00
Total Expense	<u>1,511,284.54</u>
Excess (deficiency) of revenues over (under) expenditures	<u>306,996.59</u>

City of Brentwood

Statement of Net Assets - EMERGENCY COMMUNICATIONS DISTRICT FUND

For Period Ending 06/30/2022

Unaudited

	Total
Assets	
Cash and Investments	
Cash in Bank	
CASH IN BANK - ACCOUNTS PAYABLE	476.98
CASH IN BANK - PAYROLL ACCOUNT	5,947.56
CASH IN BANK - OPERATING SAVINGS	2,450,853.27
Receivables	
Accounts Receivable	
ACCOUNTS RECEIVABLE - MISCELLANEOUS CUSTOMER	1,930.33
Miscellaneous Receivable	
ACCOUNTS RECEIVABLE - INSURANCE	538.54
Intergovernmental Receivable	
ACCOUNTS RECEIVABLE - BENEFITS OVERPAID	64.50
Prepaid Expense	
Prepaid Expense	
PREPAID EXPENSE	7,493.86
PREPAID EXPENSE - MUNICIPAL CENTER RENT	(2,650.00)
Capital Assets	
Buildings and Improvements	
BUILDINGS AND IMPROVEMENTS TO BUILDINGS	320,073.00
Machinery and Equipment	
FURNITURE AND FIXTURES	87,267.92
OFFICE EQUIPMENT	182,322.44
COMMUNICATIONS EQUIPMENT	2,282,223.64
A/D	
A/D - BUILDINGS AND IMPROVEMENTS (CR)	(241,067.30)
A/D - FURNITURE AND FIXTURES (CR)	(92,859.43)
A/D - OFFICE EQUIPMENT (CR)	(182,974.87)
A/D - COMMUNICATIONS EQUIPMENT (CR)	(1,485,152.56)
Deferred Inflows and Outflows	
Deferred Outflows	
DEFERRED OUTFLOWS - PENSION CONTRIBUTION LEGACY	70,165.32
DEFERRED OUTFLOWS - PENSION CONTRIBUTION (HYBRID)	1,621.00
DEFERRED OUTFLOWS - INVESTMENT LOSS (LEGACY)	50,044.00
DEFERRED OUTFLOWS - INVESTMENT LOSS (HYBRID)	39.00
DEFERRED OUTFLOWS RESOURCES - OPEB	49,434.00
Interfund Due From/Due To Other Funds	
Interfund Due From/Due To Other Funds	
TRANSFER FROM POST EMPLOYMENT BENEFITS FUND	16,600.00
Total Assets	3,522,391.20

Liability

Payables

Payroll Liabilities

TCRS PAYABLE - EMPLOYER LEGACY CONTRIBUTION	4,103.95
TCRS PAYABLE - EMPLOYEE LEGACY CONTRIBUTION	1,710.00
TCRS PAYABLE - EMPLOYEE HYBRID CONTRIBUTION	882.06
TCRS PAYABLE - EMPLOYER HYBRID BASE CONTRIBUTION	194.05
DUE TO HEALTH INSURANCE	46,387.31
DUE TO VSP VISION	17.12
DUE TO UNITED WAY	48.00
DUE TO ICMA DEFERRED COMPENSATION	0.00

Accounts Payable

ACCOUNTS PAYABLE	13,999.49
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Accrued Payables

Compensated Absences Payable

ACCRUED ANNUAL AND SICK LEAVE	112,043.99
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Pension and OPEB Liabilities

Pension Liabilities

NET PENSION ASSET (LIABILITY)-LEGACY	(211,760.00)
NET PENSION ASSET (LIABILITY)-HYBRID	(1,814.00)

OPEB Liabilities

NET OPEB LIABILITY	(57,333.00)
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Deferred Inflows and Outflows

Deferred Inflows

DEFERRED INFLOWS - ACTUARIAL EXPERIENCE	44,458.00
DEFERRED INFLOWS - OPEB	252,294.00

Interfund Due To/Due From Other Funds

Interfund Due To/Due From Other Funds

TRANSFER TO GENERAL FUND	27,736.53
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Total Liability	232,958.97
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Equity

Prior years unreserved, undesignated fund balance	642,095.81
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Excess (deficiency) of revenues over (under) expenditures	306,996.59
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Fund Balance/Net Position

Reserved Fund Balance

ENCUMBRANCE	(204,548.77)
RESERVE FOR ENCUMBRANCE	204,548.77

Net Position

RETAINED EARNINGS	2,340,339.83
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Total Equity	3,289,432.23
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Total of Liabilities and Fund balances	3,522,391.20
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CITY OF BRENTWOOD
Revenue and Expenditure Reports (Unaudited)
For the Period Ending June 30, 2022

			Comparative %		100%
	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% Realized/Spent</u>
DEPT 91100: ECD					
TECB REIMBURSEMENT - GRANT	369,000	0	98,209	270,791	27%
TECB OPERATIONAL FUNDING	864,125	144,021	864,126	-1	100%
TECB DISTRIBUTION OF EXCESS REVENUE	0	54,209	345,220	-345,220	0%
INTEREST EARNINGS	3,000	1,134	9,426	-6,426	314%
MISCELLANEOUS REVENUE	65,225	0	0	65,225	0%
OPERATING TRANSFER FROM GENERAL FUND	484,700	0	484,700	0	100%
TRANSFER FROM POST EMPLOYMENT BENEFITS FUND	0	16,600	16,600	-16,600	0%
Total Revenues	1,786,050	215,964	1,818,281	-32,231	102%
SALARIES	680,435	73,849	681,936	-1,501	100%
SALARIES - PART TIME	3,000	0	4,396	-1,396	147%
SALARIES - OVERTIME	52,870	2,331	44,582	8,288	84%
LONGEVITY PAY	5,220	0	4,060	1,160	78%
LEAD PAY SUPPLEMENT	6,240	480	6,069	171	97%
F T O SUPPLEMENTAL PAY	1,500	0	3,720	-2,220	248%
SHIFT DIFFERENTIAL	11,100	946	10,702	398	96%
FICA (EMPLOYERS SHARE)	58,415	5,791	56,603	1,812	97%
HEALTH INSURANCE	140,425	10,265	124,334	16,091	89%
DENTAL REIMBURSEMENT	2,000	150	1,767	233	88%
LIFE INSURANCE	3,065	245	2,897	168	95%
RETIREMENT - HEALTH/LIFE	50,250	4,188	50,250	0	100%
RETIREMENT - TCRS (LEGACY)	68,915	4,104	56,196	12,719	82%
PENSION EXPENSE - GASB 68 COST	30,000	0	0	30,000	0%
OPEB EXPENSE	4,130	0	0	4,130	0%
RETIREMENT - TCRS (HYBRID BASE)	2,030	194	2,420	-390	119%
EMPLOYER MATCH - 401K PLAN	11,505	753	9,599	1,906	83%
EMPLOYER HYBRID DC 401	9,230	882	10,999	-1,769	119%
SICK LEAVE BUY-BACKS	2,160	0	3,290	-1,130	152%
ATTENDANCE BONUS PAY	1,000	0	0	1,000	0%
ANNUAL LEAVE BUY-BACKS	1,080	0	0	1,080	0%
WORKER'S COMPENSATION	2,885	240	2,885	0	100%
CLOTHING & UNIFORMS	5,500	161	7,011	-1,511	127%
PERIODICAL SUBSCRIPTIONS	3,400	0	198	3,202	6%
COMMUNICATIONS	83,000	12,780	76,683	6,317	92%
COMPUTER SERVICES	0	0	157	-157	0%
ACCOUNTING AND AUDITING SERVICES	10,725	0	7,500	3,225	70%
PLANNING CONSULTING MAPPING SERVICES	10,000	0	10,000	0	100%
OTHER PROFESSIONAL SERVICES	17,500	122	2,041	15,459	12%
R/M - OFC MACH & EQUIP	2,800	645	4,347	-1,547	155%
R/M - MACHINERY AND EQUIPMENT	188,035	7,031	131,053	56,982	70%
MBRSHIPS & REGISTRATIONS	6,000	0	3,769	2,231	63%
TRAVEL - CONFERENCE SCHOOLS AND TRAINING	5,000	0	4,066	934	81%
OFFICE SUPPLIES/MATERIALS	2,000	220	3,024	-1,024	151%
HOUSEHOLD AND JANITORIAL SUPPLIES	0	0	364	-364	0%
OTHER OPERATING SUPPLIES	0	42	2,636	-2,636	0%
SUNDRY	2,000	76	1,929	71	96%
COMMUNICATIONS EQUIPMENT - NON CAPITAL	0	0	1,023	-1,023	0%
INS - LIABILITY	2,600	0	361	2,239	14%
RENTAL - MACHINERY AND EQUIPMENT	6,510	0	0	6,510	0%
RENTAL - BUILDING AND FACILITIES PD HQ	47,000	0	0	47,000	0%
PROVISION FOR DEPRECIATION	112,280	0	146,685	-34,405	131%
LOSS ON DISPOSAL OF PROPERTY	114,255	0	0	114,255	0%
RENTAL - BUILDING AND FACILIITES MUNICIPAL CENTER	15,900	2,650	31,800	-15,900	200%
Total Expenditures	1,781,960	128,146	1,511,349	270,611	85%

Brentwood ECD Agenda

2.

Meeting Date: 07/25/2022

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 25, 2022
Subject: Quarterly Report

At a Glance

- The week of April 10-16 was recognized as National Public Safety Telecommunications Week. Staff celebrated with themed dress days, food, games, and prizes.
- PSD Matt Gaspar successfully completed the Communications Training Program and passed his second phase panel. He began working as an independent telecommunicator on May 10th.
- As part of the field training program, Officer Shawn Groves spent a day observing operations in the communications center.
- The police department hosted a Kids and Kops event with the Tennessee Baptist Children's Home. As part of the wrap-up, they had a fun day where employees were invited to help out and get to know the children. Dispatcher Jim Shade, Chaurette Wimberley, and Kelli Hicks participated in the event.
- On June 18, 2022, Brentwood Police Officers conducted a saturation event concentrating on the business and hotel districts. Dispatcher Amina Beard and Jason Brown assisted with the detail.

OPERATIONS REPORT FOR Q2 – APRIL – JUNE 2022

A. Staffing

- Communications is currently staffed with twelve (12) full-time Dispatchers and one (1) Supervisor. Three (3) staff members are Lead Dispatchers and four (4) are Communications Training Officers (CTO).
- Dispatcher Matt Gaspar was released from the Communications Training Program on May 10th.

B. Statistics

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

- Total calls answered (9-1-1 and Admin) – 12,418
- E9-1-1 CALLS – 2,693
- On average, calls were answered within 4 seconds (about 1 ring).
- Approximately, 93% 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 is estimated to be between 1:00 p.m. and 2:00 p.m. The slowest hour of the day is estimated to be between 4:00 a.m. and 5:00 a.m.
- The average telephone conversation lasted 119 seconds.
- Total CAD responses created – 8,676
 - Police Department – 7,094
 - Fire & Rescue – 1,122
 - Non-Dispatched CAD Calls – 412

C. Medical Quality Assurance

- NFPA Standard 1221 recommends all medical calls are dispatched to responders within 90 seconds of call receipt. This quarter, 521 medical calls were received and 227 rated for quality assurance. Communications met the standard 98% of the time.

MONTH	AVE. TIME (Sec)	GROUP AVG.
APRIL	45	93%
MAY	42	97%
JUNE	44	98%

D. Training

- Incident Command Systems (ICS) G300 - ECS Kathleen Watkins
- Communications Center Wellness-Stress-Trauma-Resilience Training--PSD Peter Diamond
- Active Shooter Incident Training – CTO Kelli Hicks & PSD Stacy Shotwell
- Fire Lt. McCutcheon provided T-CPR refresher training for all telecommunicators
- 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.
- Quarterly Dispatch Equipment Training – All Telecommunicators

E. Technology

- The Central Square CAD training environment was upgraded to version 22.1.3.0. The functional acceptance test was conducted, and production upgrade was scheduled for July 18th. Central Square is releasing a newer version the week of July 18th. It was decided to postpone the production upgrade.
- Motorola formal on-site acceptance testing was conducted at Police Headquarters on July 14th. The testing was a success and signed off.
- The state contract with AT&T was signed. The AT&T construction team has an estimated completion date of August 12th for the fiber placing and splicing. They are looking to try and improve that date.
- The 911 phone vendor, Zetron's, new software release will be available at the end of the month. Brentwood will be a beta test site for the software.
- Representatives from Mission Critical Partners, Williamson County, Metro Nashville, and Brentwood met to discuss regional ESINet fiber connectivity. The concept is to run fiber connection between agencies in the event of a critical incident, such as the Nashville bombing, for 911 service to be rerouted through this backup connection. A preliminary governance meeting was held to discuss MOU language.

Brentwood ECD Agenda

1.

Meeting Date: 07/25/2022

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 25, 2022.

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.
