



**Agenda for the Emergency Communications District Meeting
Monday, October 27, 2025 - 6:45 pm
Brentwood City Hall**

Call to Order by Mayor
Roll Call

Approval of Minutes

August 11, 2025

Comments from Citizens - *Public comments will be allowed during the designated time on the agenda. Upon being recognized by the Chair, any person wishing to speak shall state his/her name and address the Board. A sign-in sheet will be provided fifteen (15) minutes prior to the start of the meeting. Anyone wishing to speak may, but are not required to, sign in.*

Reports

1. Status Report from ECD Supervisor
2. ECD Quarterly Financial Report

New Business

1. Brentwood Emergency Communications District - Quarterly Meeting
2. Other new business

Jason Gage
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: 10/27/2025

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Approval or correction of minutes from the August 11, 2025 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, August 11, 2025 at 6:45 pm at Brentwood City Hall.

Present: Mayor Nelson Andrews; Vice Mayor Rhea Little; Commissioner Janet Donahue; Commissioner Anne Dunn; Commissioner Kim Gawwrys; Commissioner Stevan Pippin; Commissioner Ken Travis

Staff City Manager Jason Gage; Assistant City Manager Jay Evans; City Attorney Kristen Corn;
Present: City Recorder Holly Earls

Approval of Minutes

April 28, 2025

Moved by Vice Mayor Rhea Little for approval of the minutes as written, seconded by Commissioner Ken Travis

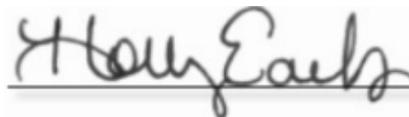
Vote: 5 - 0 Approved

Other: Commissioner Janet Donahue (Abstain)
Commissioner Kim Gawwrys (Abstain)

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 _____



Holly Earls, City Recorder

Brentwood ECD Agenda

1.

Meeting Date: 10/27/2025

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

Nelson Andrews
MAYOR

Rhea Little
VICE MAYOR

Jason Gage
CITY MANAGER

Kathleen Watkins
EMERGENCY SUPERVISOR



BRENTWOOD

EMERGENCY COMMUNICATIONS DISTRICT

COMMISSIONERS

Janet Donahue

Anne Dunn

Kim Gawrys

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 Jason Gage
From: Kathleen Watkins, Emergency Communications Supervisor
Date: Monday, October 27, 2025
Subject: Quarterly Report

At a Glance

- Several dispatchers participated in countywide Active Shooter Hostile Event Response (ASHER) Training. The scenario-based training was hosted by Williamson County EMS and included members from all public safety disciplines.
- Public Safety Dispatch Trainee Rae Ann Carlucci passed her first Communications Phase Panel.
- Dispatcher Kelsey Gagen was honored with the 2025 Rotary Club's Dispatcher of the Year award. Kelsey is an exceptional dispatcher who has received numerous accolades for her outstanding performance throughout the year. She demonstrates initiative and actively works to improve processes within the dispatch center. Upon her hiring, she created her own dispatch training manual and has continued to update it to ensure it remains accurate, current, and easy to navigate. Recognizing that new trainers and trainees will be joining the team, Kelsey shared her comprehensive 53-page manual with her colleagues.

OPERATIONS REPORT FOR Q3 – JULY – SEPTEMBER 2025

A. Staffing

- The Communications department is currently staffed with twelve (12) full-time Dispatchers and one (1) Supervisor. Among the Dispatchers, three (3) hold the title of Lead Dispatcher, and three (3) serve as Communications Training Officers (CTOs).
- Dispatcher Amina Beard submitted her letter of resignation effective November 25, 2025.
- Dispatcher Kelsey Gagen submitted her letter of resignation effective October 30, 2025.
- Matt Gaspar continues to work on an as-needed part-time basis. We are very grateful for his service.
- A Public Safety Dispatcher recruitment was held, but no job offers were made. A management decision was made to modify the minimum education requirements to a High School diploma or GED. The job announcement for the new recruitment will be posted on October 17, 2025.

B. Statistics

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

- Total calls answered (9-1-1 and Admin) – 12,979
- E9-1-1 CALLS – 2,896
- On average, calls were answered within 2.41 seconds (approximately 1 ring).
- The busiest hour of the day is estimated to be between 3:00 p.m. and 4:00 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 70 seconds.
- Total computer-aided Dispatch (CAD) responses created – 13,930
 - Police Department – 12,097
 - Fire & Rescue – 1,256
 - Non-Dispatched CAD Calls – 577

Medical Quality Assurance

- NFPA Standard 1221 recommends all medical calls are dispatched to responders within 90 seconds of call receipt. This quarter, 621 medical calls were received and 219 were rated for quality assurance. Communications met the standard 100% of the time.

MONTH	AVE. TIME (Sec)	GROUP AVG.
JULY	38	99%
AUGUST	38	99%
SEPTEMBER	35	98%

C. Training

- Countywide Active Shooter Hostile Event Response (ASHER) Training-PSD Snyder, Warkentin, Gagen, Diamond, Beard, Kazenske, & Carlucci
- Telecommunicator-CPR Refresher Training – All telecommunicators
- APCO Public Safety Telecommunications 1 Training – PSD Carlucci
- National Crime Information Center (NCIC) Training – PSD Carlucci
- 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.
- Amber & Silver Alert Initiatives-V-Academy – All telecommunicators
- Understanding Stress for the Telecommunicator – PSD Carlucci
- Understanding People with Autism for 9-1-1-V-Academy – PSD Carlucci
- Dispatcher Call Types (Active Shooter)-PoliceOne – PSD Carlucci
- Bloodborne Pathogens for First Responders – PSD Carlucci
- Active Listening Skills-V-Academy – PSD Carlucci
- Say This, Not That-V-Academy – PSD Carlucci
- AMBER & Silver Alerts for Telecommunicators-V-Academy – All Telecommunicators

D. Technology

- The Central Square CAD/RMS project was not completed. Completion is still pending. Once this project is finished, we will begin preparations for the TriTech Messaging Switch (TTMS), which manages secure communication within the CAD system. This includes the Criminal Justice Information System (CJIS) and the National Crime Information Center (NCIC). After the TTMS is implemented, we can begin preparations for upgrading CAD to a new version.
- Motorola completed an upgrade of the radio system in August. The upgrade was a success.

Brentwood ECD Agenda

2.

Meeting Date: 10/27/2025

Submitted by: Karen Harper, Finance

Department: Finance

Information

Subject

ECD Quarterly Financial Report

Background

Please find attached the Emergency Communications District financial reports for the first quarter of fiscal year 2026 which include the following: Statement of Revenues and Expenses, Statement of Net Position, 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 Position shows year-to-date balances for all assets, liabilities, and net position accounts. The Budget to Actual Report shows the actual comparison between the budgeted amount and the year-to-date actual as of September 30, 2025.

Year-to-date revenues collected as of September 30, 2025, are \$813,006 or 39% of the budget. Year-to-date expenses are \$522,228 or 27% of the budget. For comparison purposes, for the same period for fiscal year 2025, revenues were \$813,942 or 43% of budget and expenses were \$565,590 or 30% of budget.

The decrease in revenues of \$936.00 between FY 2026 and FY 2025 year-to-date is due to slightly less interest earnings. The decrease in expenses of \$43,362 between FY 2026 and FY 2025 year-to-date is primarily due to no current year costs for repairs and maintenance machinery and equipment as of September 30, 2025.

Please contact the Finance Director if you have any questions concerning the Emergency Communications District (ECD) quarterly financial reports as of September 30, 2025.

Staff recommendation

N/A

Fiscal Impact

Attachments

Statement of Revenues and Expenses

Statement of Net Position

FY 2026 Budget to Actual

City of Brentwood

EMERGENCY COMMUNICATIONS DISTRICT FUND

Statement of Revenues and Expenses

For Period July 1, 2025 - September 30, 2025

	Total
Revenue	
Operating Revenues	
TECB Funding	
TCA SECTION 7-86-303 RECEIPTS (BASE AMOUNT)	234,796.00
Other Revenues	
Interest Earnings	
INTEREST INCOME	45,210.03
Miscellaneous Revenues	
MISCELLANEOUS REVENUE	(0.01)
Other Financing Sources-Transfers In	
OPERATING TRANSFER FROM GENERAL FUND	533,000.00
Total Revenue	<u><u>813,006.02</u></u>

Expense

Personnel Services	
Salaries and Wages	
SALARIES	188,073.34
SALARIES - PART TIME	208.91
SALARIES - OVERTIME	15,379.49
Employee Benefits	
BUY BACK - SICK LEAVE	853.00
Employer Contributions	
FICA (EMPLOYERS SHARE)	16,349.36
INSURANCE - HEALTH	30,893.28
INSURANCE - DENTAL REIMBURSEMENT	1,200.00
INSURANCE - LIFE	420.00
RETIREMENT - TCRS (LEGACY)	19,806.21
RETIREMENT - TCRS (HYBRID BASE)	1,221.70
EMPLOYER MATCH - 401K PLAN	3,987.76
EMPLOYER NONMATCHING CONTR-HYBRID DC 401	4,045.37
WORKER'S COMPENSATION	881.00
Other Salaries and Wages	
SUPPLEMENT - LEAD PAY	1,422.86
SUPPLEMENT - TRANSPORTATION	5,472.31
SUPPLEMENT - FTO	2,182.14
SUPPLEMENT - SHIFT DIFFERENTIAL	2,530.97
Retiree Benefits	

RETIREMENT - HEALTH AND LIFE INSURANCE	7,725.00
Contractual Services	
Other Contractual Services	
SUBSCRIPTION-BASED IT ARRANGEMENTS (SBITAs)	154,228.08
ECD - TRAINING	1,265.75
Professional services	
PLANNING CONSULTING MAPPING SERVICES	10,000.00
Publicity, Subscriptions, and Dues	
MEMBERSHIPS AND REGISTRATIONS	886.00
Utility Services	
UTILITIES - COMMUNICATIONS	522.00
ECD - NCIC/TBI/TIES	1,130.00
Supplies	
Office Supplies and Materials	
OFFICE SUPPLIES AND MATERIALS	55.14
Operating Supplies	
CLOTHING AND UNIFORMS	1,216.32
HOUSEHOLD AND JANITORIAL SUPPLIES	195.94
OTHER OPERATING SUPPLIES	2,364.02
Other Supply Items	
SUNDRY	174.67
Other Charges	
Depreciation	
PROVISION FOR DEPRECIATION	21,276.94
Liability Insurance	
INSURANCE - LIABILITY	2,450.73
Rent Expense	
RENT EXPENSE - MACHINERY AND EQUIPMENT	307.05
RENT EXPENSE - BUILDING & FACILITIES POLICE HQ	23,503.00
Total Expense	<u><u>522,228.34</u></u>
Excess (deficiency) of revenues over (under) expenditures	<u><u>290,777.68</u></u>

City of Brentwood

EMERGENCY COMMUNICATIONS DISTRICT FUND

Statement of Net Position

For Period July 1, 2025 - September 30, 2025

	Total
Assets	
Cash and Investments	
Cash in Bank	
CASH IN BANK - OPERATING SAVINGS	4,124,577.42
Deferred Outflows of Resources	
Deferred Outflows	
DEFERRED OUTFLOWS - PENSION CONTRIBUTION (LEGACY)	72,155.32
DEFERRED OUTFLOWS - PENSION CONTRIBUTION (HYBRID)	3,827.00
DEFERRED OUTFLOWS - ACTUARIAL EXPERIENCE (LEGACY)	153,459.00
DEFERRED OUTFLOWS - ACTUARIAL EXPERIENCE (HYBRID)	6,832.00
DEFERRED OUTFLOWS - OPEB	40,206.00
Prepaid Expense	
Prepaid Expense	
PREPAID EXPENSE	12,931.28
PREPAID EXPENSE - SBITA	6,289.89
PREPAID EXPENSE - PD HEADQUARTERS RENT	70,497.00
Capital Assets	
Machinery and Equipment	
FURNITURE AND FIXTURES	173,477.78
OFFICE MACHINERY AND EQUIPMENT	59,770.02
COMMUNICATIONS EQUIPMENT	908,854.10
Intangibles	
INTANGIBLE RIGHT TO USE ASSETS - SBITA	43,431.94
A/D	
A/D - FURNITURE AND FIXTURES (CR)	(68,324.02)
A/D - OFFICE MACHINERY AND EQUIPMENT (CR)	(32,881.22)
A/D - COMMUNICATIONS EQUIPMENT (CR)	(278,813.28)
ACCUMULATED AMORTIZATION - SBITA	(28,465.44)
Total Assets	<u>5,267,824.79</u>
Liability	
Payables	
Payroll Liabilities	
TCRS PAYABLE - EMPLOYER LEGACY CONTRIBUTION	5,264.34
TCRS PAYABLE - EMPLOYEE LEGACY CONTRIBUTION	2,193.47
TCRS PAYABLE - EMPLOYEE HYBRID CONTRIBUTION	1,274.99

TCRS PAYABLE - EMPLOYER HYBRID BASE CONTRIBUTION	385.05
DUE TO AFLAC	74.44
DUE TO AMERITAS - VISION	33.92
DUE TO THE STANDARD - LIFE	18.84
DUE TO THE STANDARD - CRITICAL ILLNESS	68.02
DUE TO AMERITAS - DENTAL	153.60
DUE TO UNITED WAY	14.00
Other Payable	
OTHER PAYABLES	37,992.00
ACCRUED INTEREST PAYABLE - SBITA	243.07
Accrued Payables	
Compensated Absences Payable	
COMPENSATED ABSENCES - CURRENT	82,004.54
Other Liabilities	
Other Liabilities	
SBITA PAYABLE - CURRENT	9,722.95
Pension and OPEB Liabilities	
Pension Liabilities	
NET PENSION LIABILITY/(ASSET)-LEGACY	(199,645.00)
NET PENSION LIABILITY/(ASSET)-HYBRID	(3,587.00)
OPEB Liabilities	
NET OPEB LIABILITY/(ASSET)	(152,367.00)
Deferred Inflows of Resources	
Deferred Inflows	
DEFERRED INFLOWS - ACTUARIAL EXPERIENCE (LEGACY)	14,186.00
DEFERRED INFLOWS - ACTUARIAL EXPERIENCE (HYBRID)	4,047.00
DEFERRED INFLOWS - INVESTMENT EARNINGS (LEGACY)	10,279.00
DEFERRED INFLOWS - OPEB	114,694.00
COMPENSATED ABSENCES - LONG TERM	52,767.93
Total Liability	<u><u>(20,181.84)</u></u>
Equity	
Prior years unreserved, undesignated fund balance	527,364.95
Excess (deficiency) of revenues over (under) expenditures	290,777.68
Fund Balance	
Reserved Fund Balance	
ENCUMBRANCE	(37,597.50)
RESERVE FOR ENCUMBRANCE	37,597.50
Net Position	
Unrestricted Net Position	
NET POSITION - UNRESTRICTED (OLD)	4,469,864.00
Total Equity	<u><u>5,288,006.63</u></u>
Total of Liabilities and Fund balances	<u><u>5,267,824.79</u></u>

CITY OF BRENTWOOD
Revenue and Expense Reports
For the Period Ending September 30, 2025

Comparative % 25%

	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% Realized/Spent</u>
FUND 450: EMERGENCY COMMUNICATIONS DIST					
DEPT 91100: ECD					
TCA SECTION 7-86-303 RECEIPTS (BASE AMOUNT)	1,408,776	0	234,796	1,173,980	17%
INTEREST INCOME	125,000	15,183	45,210	79,790	36%
MISCELLANEOUS REVENUE	0	0	0	0	0%
OPERATING TRANSFER FROM GENERAL FUND	533,000	0	533,000	0	100%
Total Revenues	2,066,776	15,183	813,006	1,253,770	39%
SALARIES	810,220	61,819	188,073	622,147	23%
SALARIES - PART TIME	2,000	0	209	1,791	10%
SALARIES - OVERTIME	68,612	5,266	15,379	53,233	22%
LONGEVITY PAY	7,680	0	0	7,680	0%
SUPPLEMENT - LEAD PAY	6,240	480	1,423	4,817	23%
SUPPLEMENT - TRANSPORTATION	24,000	1,846	5,472	18,528	23%
SUPPLEMENT - FTO	8,660	950	2,182	6,478	25%
SUPPLEMENT - SHIFT DIFFERENTIAL	12,300	854	2,531	9,769	21%
FICA (EMPLOYERS SHARE)	72,213	5,413	16,349	55,864	23%
INSURANCE - HEALTH	134,808	10,298	30,893	103,915	23%
INSURANCE - DENTAL REIMBURSEMENT	3,500	1,200	1,200	2,300	34%
INSURANCE - LIFE	2,520	210	420	2,100	17%
RETIREMENT - HEALTH/LIFE	30,573	0	7,725	22,848	25%
RETIREMENT - TCRS (LEGACY)	72,798	5,264	19,806	52,992	27%
PENSION EXPENSE - GASB 68 COST (LEGACY)	30,000	0	0	30,000	0%
OPEB EXPENSE	4,130	0	0	4,130	0%
RETIREMENT - TCRS (HYBRID BASE)	5,521	385	1,222	4,299	22%
EMPLOYER MATCH - 401K PLAN	15,445	1,179	3,988	11,457	26%
EMPLOYER NONMATCHING CONTR-HYBRID DC 401	14,920	1,275	4,045	10,875	27%
BUY BACK - SICK LEAVE	2,160	853	853	1,307	39%
ATTENDANCE BONUS PAY	1,005	0	0	1,005	0%
BUY BACK - ANNUAL LEAVE	1,080	0	0	1,080	0%
WORKER'S COMPENSATION	3,500	291	881	2,619	25%
CLOTHING AND UNIFORMS	5,500	903	1,216	4,284	22%
ADVERTISING AND LEGAL NOTICES	500	0	0	500	0%
UTILITIES - COMMUNICATIONS	50,000	174	522	49,478	1%
ECD - NCIC/TBI/TIES	2,240	15	1,130	1,110	50%
SUBSCRIPTION-BASED IT ARRANGEMENTS (SBITAs)	181,965	0	154,228	27,737	85%
LANGUAGE INTERPRETING SERVICES	2,000	0	0	2,000	0%
ACCOUNTING AND AUDITING SERVICES	10,430	0	0	10,430	0%
PLANNING CONSULTING MAPPING SERVICES	0	0	10,000	-10,000	0%
OTHER PROFESSIONAL SERVICES	4,700	0	0	4,700	0%
R/M - MACHINERY AND EQUIPMENT	58,475	0	0	58,475	0%
ECD - TRAINING	3,000	1,266	1,266	1,734	42%
ECD - CERTIFICATION AND RECERTIFICATION FEES	2,000	0	0	2,000	0%
MEMBERSHIPS AND REGISTRATIONS	3,000	500	886	2,114	30%
TRAVEL - CONFERENCE SCHOOLS AND TRAINING	3,000	0	0	3,000	0%
OFFICE SUPPLIES AND MATERIALS	2,000	0	55	1,945	3%
HOUSEHOLD AND JANITORIAL SUPPLIES	2,000	126	196	1,804	10%
OTHER OPERATING SUPPLIES	2,500	207	2,364	136	95%
SUNDRY	1,500	133	175	1,325	12%
INSURANCE - LIABILITY	3,040	0	2,451	589	81%
RENT EXPENSE - MACHINERY AND EQUIPMENT	1,420	154	307	1,113	22%
RENT EXPENSE - BUILDING AND FACILITIES PD HQ	94,000	7,833	23,503	70,497	25%
PROVISION FOR DEPRECIATION	140,000	0	21,277	118,723	15%
INTEREST - SBITA	450	0	0	450	0%
AMORTIZATION EXPENSE - SBITA	15,000	0	0	15,000	0%
Total Expenses	1,922,605	108,894	522,228	1,400,377	27%

Brentwood ECD Agenda

1.

Meeting Date: 10/27/2025

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 August 11, 2025.

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.
