

**BRISTOL TENNESSEE
EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS' MEETING
June 17, 2015**

ITEM 1. Roll Call

Absent: David Warren, Todd Muncy. Dr. Messimer had to leave before the meeting was over.

ITEM 2. Recognize Guests

ITEM 3. Minutes of Previous Meeting – May 20, 2015

Tim Eads made a motion, seconded by Jim Messimer, to approve the minutes from the May 20, 2015 meeting. Motion passed.

ITEM 4. Financials

A. Receipts & Expenditures

Mrs. Smelser passed the copies of the requisitions and payments to the Board members for their review and signature.

B. Treasurer's Report

Mrs. Smelser reviewed the Treasurer's Report in the absence of the Treasurer. A copy of the three reports is attached to these minutes. Mrs. Smelser stated that the Treasurer is checking with each bank to make sure they list our accounts as public funds so there will be no problems with our audit. This verification was started last year. Wallace Elliott made a motion, seconded by Jim Messimer, to approve the Treasurer's Report as presented.

Roll call vote: Eads – yes, Elliott – yes, Honaker – yes, Messimer – yes, Muncy – absent, Wade – yes, Warren – absent. Motion passed.

C. Adjustments to Line Item Budget for Year End (See attached)

Mrs. Smelser asked the Board to approve four (4) line item transfers within the existing budget to comply with State regulations.

1. Move \$5,500 from 4218 Maintenance agreements to 4227 Communications Equipment.

2. Move \$1,000 from 4235 Vehicle Maintenance to 4305 Small Equipment

3. Move \$100 from 4401 Bank Charges to 4502 Meeting expenses

4. Move \$100 from 4417 Service Awards to 4420 Internet.

Tim Eads made a motion, seconded by Wallace Elliott, to approve the four transfers.

Roll call vote: Eads – yes, Elliott – yes, Honaker – yes, Messimer – yes, Muncy – absent, Wade – yes, Warren – absent. Motion passed.

ITEM 5. Old Business

A. Report on Operations & Equipment

1. Overview of Operations

a. Daily Operations

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There have been no 911 equipment outages since the last meeting. The RMS and CAD systems have been out of service since Sunday, June 14th for a planned upgrade and software migration. IT expects the systems will be back in operation tomorrow.

- b. **Update on Upgrade to New Protocol/Total Response**
The final phase of the installation of the Total Response system is temporarily on hold. The City IT Department has lost a couple employees and is working on multiple projects. They have to install the four new PC's at the consoles before we can complete this project. They expect to have some new employees in the next few weeks and hope to have our PC's and the Total Response system in place sometime in July. We still owe \$5,683 on this project.
- c. **Personnel**
Dispatcher David Francis accepted another job and his last day was June 10th. We have three openings currently. Today, two applicants signed job offer letters and should complete their physicals, psychologicals, and drug screens next week. A third applicant's background is still in process. Chief Wade interviewed two additional applicants and has started their backgrounds. We have also requested Human Resources to set up another test for the dispatch positions. Two of our current dispatchers tested for Police Officer this year and could be hired as officers in the next few months.
- d. **IPAWS Update**
FEMA completed the paperwork on Monday and everything has been sent to Code Red. They are installing the IPAWS software this week. We should be fully installed, trained, and operational by the August race.
- e. **Update on Next Gen 911 Equipment**
We are still working on the issues with Aurora. Mrs. Smelser has another work session with the Century Link technician tomorrow. There are still two open repair tickets for Aurora. Mrs. Smelser talked to James Barnes (Accountant) with the State 911 Board today about the remaining bill for Century Link. If we do not sign off on the equipment and pay the remaining balance by June 30th, it was suggested we adjust our 2015-16 budget for this expense and the reimbursement from the State Board. The remaining balance to be paid is estimated by Century Link to be \$136, 734. This will be 100% reimbursed by the State ECB.

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B. Statistics

Mrs. Smelser reviewed the monthly statistics report.

ITEM 6. New Business

In this year's budget, the Board approved the upgrade of our current Geocomm software. The information was researched and presented to the Board in the spring of 2014. Since that time, there have been additional updates in the software and our computer servers have become overloaded and outdated. Geocomm met with Mrs. Smelser and Greg Cross (City IT) to discuss the hardware for the updated software. Mr. Cross researched our system, the recommendations from Geocomm and advised Mrs. Smelser that we should purchase new redundant servers for this software. The installation of the new servers and updated software will greatly reduce the time required to integrate the City GIS data into the 911 mapping software. In addition, this upgrade will meet all State requirements for 911 mapping and TIPS.

Mr. Cross provided Mrs. Smelser with three quotes for the hardware.

1.	IT Savvy	\$12,300.15
2.	Gov Connection	\$13,452.31
3.	Tiger Direct	\$13,199.45

Mr. Cross stated we could cut the price about half but that could create problems with redundancy and also increase the time to integrate the City GIS data that should be done monthly. The GIS data has not been updated in over 7 months due to the time required to update the files and integrate them with the existing system. Mike Callahan did this every three months and the process would take several days. The new hardware and the updated software would reduce this to a couple hours a month. Mr. Cross recommended we do the full hardware purchase. Mrs. Smelser suggested we take the low quote and purchase the equipment from IT Savvy. Wallace Elliott made a motion, seconded by Tim Eads, to purchase the hardware from IT Savvy for \$12,300.15. Discussion followed. Mrs. Smelser stated there is over \$166,000 remaining in the capital budget for this and would not require a line item transfer. Wallace Elliott asked several questions regarding the existing equipment and the new recommended hardware.

Roll call vote: Eads – yes, Elliott – yes, Honaker – yes, Messimer – absent, Muncy – absent, Wade – yes, Warren – absent. Motion passed.

Mrs. Smelser stated that we have over \$243,000 remaining on our grant with the State Board and she has asked if we could be reimbursed for the Geocomm software upgrade and any hardware we may have to purchase for this project. She is awaiting a response.

New signature cards were reviewed and signed by the Board members for the existing First Tennessee savings account.

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- ITEM 7. Discussion Items**
- ITEM 8. Other Matters**
- ITEM 9. Citizens and Delegations Presentation**
- ITEM 10. Next meeting July 15, 2015**