

**BRISTOL TENNESSEE
EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS' MEETING
September 21, 2016**

Recognize Dr. Todd Muncy for his reappointment to the Board of Directors.

ITEM 1. Roll Call

Todd Muncy and David Warren were absent. All others present. Also present were A.D. Jones, Virginia Smelser, Daniel Graham, and Shaun Antonino.

ITEM 2. Recognize Guests

There were no guests present.

ITEM 3. Minutes of Previous Meeting – July 20, 2016

Jim Messimer made a motion, seconded by Dwayne Honaker, to approve the minutes from the July 20, 2016 meeting. All voted in favor.

ITEM 4. Financials

A. Receipts & Expenditures

Mrs. Smelser passed all the receipts and invoices to the Board members for their review and the appropriate signatures.

B. Treasurer's Report

In the absence of the Treasurer, Mrs. Smelser reviewed the balance sheet, monthly financial report, and the monthly budget report. Wallace Elliott made a motion, seconded by Tim Eads, to approve the Treasurer's reports as presented. 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

Mrs. Smelser and Dr. Messimer attended the annual TENA conference this week. One update received included that a 911 board cannot have specific positions filling permanent slots on the board. If any board has this in their by-laws, it must be changed. In January, the 911 Districts that are currently on the NETN NG911 system will be changing their wireline ANI/ALI circuits to IP based connections. Our equipment is still not working with the NETN equipment in the state. Any board member with 4 or more consecutive, unexcused absences or that has missed more than 50% of the board meetings in one year will be automatically removed from the board. Once removed, they must wait 48 months before they can be considered for reappointment. The TECB attorney, Lee Pope, is transferring to the Office of Open

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Records Council effective Monday, September 26, 2016. Nancy Fender from Kingsport Police Department Communications won the Supervisor of the Year Award at the conference. The TECB stated they have a one-time excess this year of about \$5,000,000. This money will be distributed among the districts in December. Mrs. Smelser will send a copy of her notes from the legal update session to Mr. Jones.

Operations in the center have been very busy with special events during the past month. We opened and operated dispatch at the Multi-Agency Command Center during the August race and also during the Battle of Bristol event. This past weekend, we staffed the emergency command trailer downtown during Rhythm & Roots.

- b. Personnel
Emily Monroe has completed her training and been assigned to a shift. We have one opening remaining. The applicant's background investigation should be completed in the next couple weeks. Since we have exhausted our list of applicants, we will be testing new applicants at the end of October.

- c. Update on Next Gen 911 Equipment and Aurora Stats
The regional districts met with Century Link and Airbus a couple weeks ago. The beta test for the Ecats software has been cancelled due to cost. Both Century Link and Airbus have stated they will not be taking any further action on the problems we have with the Aurora software. It is their understanding that the other 7 Districts have accepted the stats as is and signed off. Mrs. Smelser has asked the telco for traffic studies for the month of September. They have agreed to provide those reports for comparison. It was also suggested that we consider doing another peg count for a week and compare the numbers produced through Aurora. After these comparisons have been completed, the board will review the results and decide on how best to deal with this situation.

- d. Internal Control Policy
The board approved an anti-fraud policy in 2008. Mrs. Smelser talked with the State and this covered the requirements for the written policy by June 30, 2016. Mrs. Smelser asked the Board to rescind the policy approved last month and then allow her time to review and make some revisions to the 2008 policy. Once the revisions are made, she will bring it back to the Board for review. Tim Eads made a motion, seconded by Jim Messimer, to rescind the internal control policy approved at the last meeting. All voted in favor. (Todd Muncy and David Warren were absent.)

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- e. Formalize Phone Vote of the Inter-Local Agreement for 2016-17
Mrs. Smelser took a phone vote on the annual Inter-local agreement in August. The vote for approval was Eads – yes, Elliott – yes, Honaker – yes, Messimer – yes, Wade – yes, Warren – yes. Mrs. Smelser was asked to send an original to the City, keep an original for the board, and send copies to Danielle Kiser and A.D. Jones.

- B. Statistics
Mrs. Smelser reviewed the monthly statistical report.

ITEM 6. New Business

- A. Discuss Proposed Press Release for Powerphone Total Response
The board does not like the idea of using this press release as written as it is more in the form of a marketing tool for Powerphone. The board suggested Mrs. Smelser rewrite the press release without the website and all the marketing information. Mrs. Smelser stated she would write a new press release and would ask Major Eads review it before it is released.

ITEM 7. Discussion Items

Mrs. Smelser reminded all members that the City is hosting a reception for the Boards and Commissions on October 25, 2016 from 5:30 to 7:00 p.m. at the Foundation. The members should receive an invitation by mail.

ITEM 8. Other Matters

ITEM 9. Citizens and Delegations Presentation

ITEM 10. Next meeting October 19, 2016