

**BRISTOL TENNESSEE
EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS' MEETING
January 18, 2017**

ITEM 1. Roll Call

Todd Muncy and Tim Eads were absent. Attorney A.D. Jones, Sgt. Antonino and Mrs. Smelser were also present.

ITEM 2. Recognize Guests

There were no guests in attendance.

ITEM 3. Minutes of Previous Meeting – November 16, 2016

Jim Messimer made a motion, seconded by Wallace Elliott, to approve the November 16, 2016 minutes. All voted in favor. (Todd Muncy and Tim Eads absent)

ITEM 4. Financials

A. 2015-2016 Final Audit Report by Brown, Edwards & Co.
Copies of the final audit report were distributed to the Board members. Wallace Elliott made a motion, seconded by David Warren, to approve the final report as presented. Roll call vote: Eads – absent, Elliott – yes, Honaker – yes, Messimer – yes, Muncy – absent, Wade – yes, Warren – yes. Motion passed. Chief Wade will forward a copy of the report to the City of Bristol.

B. Receipts & Expenditures
Receipts and expenditures were passed to each member for their review and the appropriate signatures.

C. Treasurer's Report
David Warren presented the Treasurer's Reports. Jim Messimer made a motion to accept the reports as presented. Motion was seconded by Dwayne Honaker. Roll call vote: Eads – absent, Elliott – yes, Honaker – yes, Messimer – yes, Muncy – absent, Wade – yes, Warren – yes. Motion passed.

Mrs. Smelser advised the Board that we have two accounts that are either above the \$250,000 FDIC limit or will be within the next month. Mr. Jones and Mr. Warren agreed to check rates at various banks with the intent on making a recommendation to move these funds at the February meeting.

ITEM 5. Old Business

A. Report on Operations & Equipment

1. Overview of Operations

a. Daily Operations

1. Loss of telephone/911 recordings 12/27/2016 – 01/11/2017

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Due to a problem with a bad card on the insight recorder, the recorder failed to record 911 and telephone traffic from 12/27/2016 to 01/11/2017. The vendor responsible for monitoring the system, failed to recognize the alarms over the holidays. He has sent correspondence taking responsibility for this oversight. Mrs. Smelser was able to recover the 911 and communications console telephone traffic during this time via the 911 instant replay recorders. The phone traffic lost was on any phones that were not on the 911 consoles. This incident has been documented by correspondence from the vendor and from Mrs. Smelser to Major Eads and Chief Wade.

On December 10, the radio system was switched to encrypted mode, however, Motorola did not update the Nice radio recorder. Radio traffic was completely lost for December 10 and 11. Mrs. Smelser was able to recover some radio traffic from the instant replay recorders for December 12 through January 11th. Motorola corrected the issue on January 11th.

- b. Personnel
There is still one opening in the Communications Center. An interview board was held last week and two names have been submitted to Chief Wade. He will set up the final interview and chose a candidate to begin the background process.
- c. Update on Next Gen 911 Equipment and Aurora Stats
There has been no change on this item. We are still awaiting the receipt of the corrected billing from Century Link in order to make the payment approved by this Board for the next gen equipment.
- d. Report on research of training supplement
This item is on hold until further direction from the State Emergency Communications Board. This will be removed from the agenda.
- e. TECB reimbursement funding was received.
The \$413,319.75 for reimbursement and grants allotted for Bristol by the State Board has been sent and received. This closes out any additional funding available through the State Board.

- B. Statistics
Mrs. Smelser presented the monthly statistics. She stated she designed a formula for the figuring call volume based on averages and known growth or loss over the past 5 years to use in figuring this year's inter-local contract amount. The proposed 2017-18 inter-local formula and the proposed budget will be presented at the February meeting.

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ITEM 6. New Business

Mrs. Smelser stated we needed to purchase two computers for our backup PSAP. She has been consulting with the City IT Department and they have produced specifications and an equipment list. They have obtained two quotes and a third is pending. Mrs. Smelser asked the Board for approval of the lowest quote in order to proceed with the purchase and then set up of the backup PSAP in preparation for a communications center evacuation drill in February. The lowest quote at this time is \$2,004. Dwayne Honaker made a motion, seconded by Wallace Elliott, to authorize the purchase of these two computers using the lowest quote of the three, once the third quote is received. Roll call vote: Eads – absent, Elliott – yes, Honaker – yes, Messimer – yes, Muncy – absent, Wade – yes, Warren – yes. Motion passed.

ITEM 7. Discussion Items

ITEM 8. Other Matters

ITEM 9. Citizens and Delegations Presentation

ITEM 10. Next meeting February 15, 2017