

# 9-1-1 Advisory Board Meeting

## March 17, 2021

1. **CALL TO ORDER** – The Greene County 9-1-1 Advisory Board was called to order by Chair Moore on March 17, 2021 at 3:01 p.m. via phone conference call. Eight board members and proxies were in attendance. *Attendance details in Attachment.*
2. **APPROVAL –February 17, 2021 Meeting Minutes** – Moore indicated a draft of the meeting minutes were distributed to the board members for review prior to the meeting. Wade motioned to approve the minutes; Williams seconded. Motion carried 8/0.

### 3. STATUS UPDATES

**Financial Reports** - The written report for the January Financials were presented by Budget Officer Jeff Scott. January represents 8% of the year. Sales tax is at 7.5% of budget, with January being a month that is traditionally below average. Overall revenues were 7.26% of budget. Overall expenditures were 6% of budget. Personnel expenditures were 7% of budget leaving vacancy on pace for \$549,379, better than budget of \$275,000. Actual operations are 3.5% of budget. Utilities, telephone, Springfield Plaza TIF, network line, and office supplies are ahead of pace. Capital, Debt Service & Contingency are 0.67% of budget. When making adjustments for one-time expenses (Gen Liab, Tele, Spfd All OvrHd, CAD Sys Maint, Equipment) expenses are 7.3% of budget. With contingency removed Adjusted YTD Overall Budget is \$529,314.65 and Adjusted Overall YTD Spending is \$428,418.55 for a \$100,896.10 volume to the good. Cash balance at 1/31/21 was \$2,966,760.44 in the warrant account. This is \$730,728 lower than last year. Uncleared checks at month-end totaled \$4,741. This leaves a net cash value of \$2,962,019. Net cash level is 1.78 times the required operating reserve level of \$1,665,031. Note: Slow processing of the January 2021 Springfield invoice has \$403,378.60 in expenses not represented in the outstanding warrants yet.

**Written by Jeff Scott, Greene County Budget Office \***

### 4. OLD BUSINESS

- A. **Center Update –Inman** – Inman noted there had been no COVID cases within the department in a month. He stated four new employees will be starting on the 29th. Inman noted training for Lead Telecommunicators have began a program for mentoring new hires along with creating annual training for Code 3 and Fire Mayday training.
- B. **PICAD and Statistics Update –Webb** – Webb noted 91.7% of calls are being answered within 15 seconds. He stated NENA recently updated their standard from 10 seconds to 15 seconds. Webb noted the radio is currently being installed.
- C. **CALEA Update –Inman** – Inman noted the accreditation process with CALEA has ended due to a review of standards regarding the hiring process for new telecommunicators that would involve a costly hiring process, including psychological evaluations. He stated although the accreditation had not been complete, the department had received many benefits from the process including a review of all standard operating guidelines and streamlining processes.

**5. NEW BUSINESS**

- A. National Telecommunicators Week – Cunningham** – 9-1-1 Executive Secretary Megan Cunningham noted National Telecommunicators Week is scheduled for April 11<sup>th</sup> through the 17<sup>th</sup>. She stated many fun activities are planned for the week and thanked the user agencies for their food donations during the week.

- 6. ADJOURNMENT --** With no further business to discuss, the meeting was adjourned at approximately 3:41 p.m. Coulter motioned to adjourn, Quigley seconded. Motion carried 8/0.

The next scheduled meeting will be **Wednesday, April 21, 2021 at 3:00 p.m.** via phone conference call.

*Attachment 1*

**Present**

Paul Williams Springfield Police Department Representative  
 Larry Woods\* Greene County Municipality Representative  
 Debi Wade-Proxy Greene County Sheriff’s Office Representative  
 Sarah Schrader Springfield Business Representative  
 Collin Quigley City of Springfield Representative  
 Charlie Denison Member-at-Large Representative  
 Scott Moore Greene County Fire District Representative  
 Chris Coulter Greene County Commission Representative

**Absent**

**Non-Voting Members Attendance**

Kris Inman Springfield - Greene County Emergency Communications Department  
 J.R. Webb Springfield - Greene County Emergency Communications Department  
 Megan Cunningham Springfield - Greene County Emergency Communications Department  
 Jeff Scott Greene County Budget Office  
 Kevin Trogdon-Proxy Springfield Fire Department Representative

	Jan 2021	Feb 2021	Mar 2021	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Present 20	Present 21	Absent 20	Absent 21	Proxy 20	Proxy 21
David Pennington	1	1	P	1	1	1	1	1	1	P	1	1	8	2	0	0	3	1
Jim Arnott	1	1	P	1	P	P	P	P	1	1	P	1	4	2	0	0	7	1
Sara Schrader	1	1	1	1	A	1	1	1	1	1	1	1	9	3	2	0	0	0
Charlie Denison	1	A	1	A	A	1	A	1	1	1	A	1	5	2	6	1	0	0
Larry Woods	1	1	1	1	1	1	1	1	1	1	1	A	10	3	0	0	0	0
Scott Moore	1	A	1	1	1	1	1	1	1	1	1	1	10	2	0	1	1	0
Collin Quigley	1	1	1	1	1	A	1	1	1	A	1	1	9	3	2	0	0	0
Chris Coulter	1	A	1	1	A	1	1	1	A	1	1	1	9	2	2	1	0	0
Paul Williams	1	1	1	1	1	1	P	P	1	1	1	1	8	3	0	0	3	0

\*Larry Woods entered the meeting at approximately 3:08 p.m.