

# **9-1-1 Advisory Board Meeting**

## **August 19, 2020**

1. **CALL TO ORDER** – The Greene County 9-1-1 Advisory Board was called to order by Chair Moore on August 19, 2020 at 3:00 p.m. via phone conference call. Eight board members and proxies were in attendance. *Attendance details in Attachment.*
2. **APPROVAL – July 15, 2020 Meeting Minutes** – Moore indicated a draft of the meeting minutes were distributed to the board members for review prior to the meeting. Pennington motioned to approve the minutes; Wade seconded. Motion carried 8/0.

### **3. STATUS UPDATES**

**Financial Reports** - The written report for the June Financials were presented by Budget Officer Jeff Scott. June represents 50% of the year. Sales Tax is ahead of pace due to higher than average months. Budget estimates remain the same, sales tax will end \$244,275 below budget as opposed to the previous estimate of \$327,000 below budget. This estimate will be lowered if another unemployment supplement is approved. The Treasurer estimates that interest figures will be half of budget. Fees on prepaid phones are currently expected to be \$60,000 below budget. Transfers are 104% of budget and include the early pay-off of the Recovery Bond, only a small transfer for OEM secretarial services remains for this year. Transfers are expected to be \$128,000 below budget. In total revenues are expected to be \$482,275 below budget at year-end. Overall expenditures were 44.83% of budget. Personnel expenditures were 46.21% of budget leaving a vacancy on pace to \$384,925.40 a little worse than budget of \$400,000. It is not unusual to have a heavier month at Springfield's year-end. Actual operations were 72.49% of budget. Uniform Allowance is over budget and Utilities, Telephone, Professional Services, Network Line, Building Maintenance, and Office Supplies, are ahead of pace. The County's charge for general liability insurance hit this month. Capital, Debt Service & Contingency remain 0.40% of budget. When making adjustments for one-time expenses (Gen Liab, Tele, Spfd All OvrHd, CAD Sys Maint, Equipment) expenses are 39.87% of budget. With contingency removed Adjusted YTD Overall Budget is \$3,357,774 and Adjusted Overall YTD Spending is \$2,677,232 for a \$680,542 volume to the good. Expense savings, in particular personnel and equipment, are expected to exceed declines in revenue.

Cash balance at 06/30/20 was \$1,230,089 in the warrant account. This is \$3,592,405 lower than last year. Uncleared checks at month-end totaled \$803. This leaves a net cash value of \$1,229,286. Net cash level is 0.74 times of the required operating reserve level of \$1,651,109. With the current pace of savings to budget the net fund balance is expected to exceed the operating reserve level by the end of the year with this month as the low of the year due to the CAD maintenance and Springfield Allocated Overhead annual expenses coming out of cash.

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

#### 4. OLD BUSINESS

- A. **Center Update –Inman** – Inman noted the Systems Administrator position has been filled and will start on August 24<sup>th</sup>. He stated there are three new hires currently in calltaker training and are progressing. Inman noted there have been 110 calls received about no masking complaints. He stated the new Quality Assurance Manager has been named the new Accreditation Manager and is expected to complete accreditation by July 2021. Inman noted they have received an application for the vacant member-at-large position and is expected to start soon.
- B. **P1CAD and Statistics Update–Webb** – Webb noted fire calls are currently down due to pandemic procedures. He stated 911 calls were up and answer time was down in July due to the 4<sup>th</sup> of July. Webb noted answer time was 83% response time.

#### 5. NEW BUSINESS

- A. **Budget Presentation and Approval – Inman-** Inman noted there is an increase in the Misc. Equipment line to allow for payment of CAD to CAD and radio maintenance, which has been added to the 2021 budget. He stated the Salary and Benefits includes the reclassification salaries that have been included in budget for the past three budgets. Inman noted the Equipment line is much less than previous years as they will be completing the final payment of the radio system upgrade in the amount of \$190,700. He stated there are savings from having completed paying off the building early. Inman thanked Jeff Scott, JR Webb and Megan Cunningham for their help and involvement on the 2021 budget.

Collin Quigley motioned to approve the 2021 Springfield-Greene County 9-1-1 Emergency Communications Department budget, Mericle seconded. Motion carried 8/0.

- 6. **ADJOURNMENT --** With no further business to discuss, the meeting was adjourned at approximately 3:34 p.m. Coulter motioned to adjourn, Wade seconded. Motion carried 8/0.

The next scheduled meeting will be **Wednesday, September 16, 2020 at 3:00 p.m.** via phone conference call.

*Attachment 1*

**Present**

Vance Holland-Proxy Springfield Police Department Representative  
 Lindsay Mericle Greene County Municipality Representative  
 David Pennington Springfield Fire Department Representative  
 Debi Wade-Proxy Greene County Sheriff’s Office Representative  
 Scott Moore Greene County Fire District Representative  
 Sarah Schrader Springfield Business Representative  
 Chris Coulter Greene County Commission Representative  
 Collin Quigley City of Springfield Representative

**Absent**

Vacant Member-at-Large Representative

**Non-Voting Members Attendance**

Kris Inman Springfield - Greene County Emergency Communications Department  
 JR Webb Springfield - Greene County Emergency Communications Department  
 Megan Cunningham Springfield - Greene County Emergency Communications Department  
 Jeff Scott Greene County Budget Office

	Jan 2020	Feb 2020	Mar 2020- Canceled	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sep 2019	Oct. 2019	Nov 2019	Dec 2019	Present 19	Present 20	Absent 19	Absent 20	Proxy 19	Proxy 20
David Pennington	P	P	N/A	1	1	1	1	1	1	1	1	1	12	5	0	0	0	2
Jim Arnott	P	P	N/A	1	P	P	P	P	1	P	P	1	2	1	0	0	10	6
Sara Schrader	A	1	N/A	1	A	1	1	1	1	A	1	1	10	5	2	2	0	0
Vacant	1	A	N/A	A	A	1	A	1	A	1	1	1	8	2	4	4	0	0
Lindsey Mericle	1	1	N/A	1	1	1	1	1	1	1	1	1	11	7	0	0	1	0
Scott Moore	1	P	N/A	1	1	1	1	1	1	1	P	1	10	6	1	0	1	1
Collin Quigley	1	1	N/A	1	1	A	1	1	1	A	1	1	9	6	3	1	0	0
Chris Coulter	1	1	N/A	1	A	1	1	1	P	1	A	1	8	6	3	1	1	0
Paul Williams	P	1	N/A	1	1	1	P	P	P	1	1	1	10	4	0	0	2	3