

## **9-1-1 Advisory Board Meeting July 12, 2017**

**1. CALL TO ORDER** – The Greene County 9-1-1 Advisory Board was called to order by Chair Williams on July 12, 2017 at approximately 3:00 p.m. in the Public Safety Center, Second Floor 911 Conference room at 330 W. Scott Street, Springfield, MO 65802. Eight board members were in attendance. *Attendance details in Attachment 1.*

**2. APPROVAL of the June 14, 2017 Meeting Minutes** – Williams indicated a draft of the meeting minutes were distributed to the board members for review prior to the meeting. Pennington motioned to approve. Coulter seconded. Motion carried 8/0

### **3. STATUS UPDATES**

**A. Financial Reports** – Jeff Scott, Greene County Budget Officer, presented the May Financial reports. May represents 42% of the year. Sales tax has been light; current projections, factoring in processing adjustments are that we will end 0.72% below last year's figure or \$6,289,548.58. This does not take into consideration the long range chart developed indicates that our trend lines could cross in two months and the changes in annual sales tax will start growing again. Budgeted Personnel Expenses are at 35% of their budget compared to the 38% that 10 of 26 pay periods represents. Operations are currently at 66% of budget compared to the 42% that May represents. More than half of this budget is made up of one time charges for general liability, allocated overhead, CAD Maintenance, and Equipment. When these costs are leveled, operations are at 39.83% of budget. Legal Counsel is running a little high with the agreements and Training and Meetings is over 50%, Network Line is also higher due to December 2016 being in the 2017 numbers. Capital budget has been adjusted for the Telephone Upgrade and the funds were expended in June 2017. Overall, we are at 37% of budget compared to 42%. Cash Balance of \$3,785,878. This balance is 2.3x higher than the amount needed for a 3-month operating reserve. Note: June's balance of \$3,066,703 is included in this report with the decline due to the CAD Maintenance and Equipment Upgrade checks clearing.

### **4. OLD BUSINESS**

**A. Emergency Communications Department Update** – Schwartz The June monthly "Atta's" were passed around. June had one external complaint which was unfounded.

**B. PICAD and Statistics Update** – Webb June's 911 calls show consistency with the summer trends of an additional 2,000 calls. This increase in calls has effected the 911 Answering Time, answering a call within 10 seconds, which decreased by 1.2%. Preparing to release a new group of call takers from training, this addition will increase the percentage towards the industry standard.

**C. Intergovernmental Agreements Update** – Coulter – The intergovernmental agreements between 911 and all user agencies have been deemed unnecessary. However, agreements between the City of Springfield and Greene County details will be updated during the August 2017 Meeting. The new updated Commission Order is already in place.

### **5. NEW BUSINESS**

**A. Budget Presentation** – Schwartz shared the 2018 budget draft Excel spreadsheet. The 911 budget is complicated and the cooperation between the City of Springfield Finance and Greene County Budget Office is greatly appreciated. Portions of the line items numbers are verified by the City of Springfield, while other expenses are controlled by Greene County. The budget in its simplest form breaks down into three major categories: **Personnel** (Salary and Benefits) largest line item of the budget at \$4,791,449.00, **Operation** (daily department expenditures) totaling \$956,906.00, **Equipment** (building, equipment and maintenances agreements) totaling \$686,060.00. Revenue to offset the expenses includes call recording requests and interest. Grand total of \$6,627,415.00 for the 2018 Springfield-Greene County Emergency Communications 9-1-1 Department. The 2017 budget is projected to be 7.1% under budget, \$455,287.00. The reserve continues at a healthy rate, which makes the Greene County Budget office comfortable with the Unappropriated Contingency of \$193,000.00. Williams requested a motion to approve the 2018 Springfield-Greene County Emergency Communications 911 Budget as presented. Arnott motioned to approve. Pennington seconded. Motion carried 8/0.

**6. ANY OTHER BUSINESS**

A. Webb traveled to Jefferson City, MO on July 11, 2017, to participate in a signing by the Governor. The bill approved a 911 coordinator position for the State of Missouri. The bill included an order to complete a State wide study determine how best to supply 9-1-1 service across the state. Study requirement is to be completed by December 31, 2017. The bill did not include funding, DPS (Department Public Safety) is finding the funding for the study.

**7. ADJOURNMENT** -- With no further business to discuss, the meeting was adjourned at approximately 3:49 p.m. Moore motioned to adjourn, Arnott seconded. Motion Carried 8/0.

The next scheduled meeting will be **Wednesday, August 9, 2017 at 3:00 p.m.** 911 Conference room, second floor of the Public Safety Center.

**Present**

Paul Williams Springfield Police Department Representative  
 David Pennington Springfield Fire Department Representative  
 Lindsey Mericle Greene County Municipality Representative  
 Chris Coulter Greene County Commission Representative  
 Scott Moore Greene County Fire District Representative  
 Sarah Schrader Springfield Business Representative  
 Lisa Langley Member at Large Representative  
 Jim Arnott Greene County Sheriff's Office Representative

**Absent**

Collin Quigley City of Springfield Representative

**Non-Voting Members Attendance**

Zim Schwartze Springfield - Greene County Emergency Communications Department  
 JR Webb Springfield - Greene County Emergency Communications Department  
 Katrina Viau Springfield - Greene County Emergency Communications Department

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Present 16	Present 17	Absent 16	Absent 17	Proxy 16	Proxy 17
David Pennington	-	1	X	1	1	P	1	-	-	X	-	-	X	4	X	0	X	1
Jim Arnott	1	1	X	1	A	P	1	A	P	X	P	P	4	4	4	1	5	1
Sara Schrader	-	-	X	1	1	1	1	-	-	X	-	-	X	4	X	0	X	0
Lisa Langley	-	-	X	-	-	1	1	-	-	X	-	-	X	2	X	0	X	0
Lindsey Mericle	-	-	X	1	1	1	1	-	-	X	-	-	X	4	X	0	X	0
Scott Moore	-	-	X	1	1	1	1	-	-	X	-	-	X	4	X	0	X	0
Collin Quigley	1	1	X	1	1	1	A	1	A	X	1	1	11	5	2	1	0	0
Chris Coulter	1	1	X	1	1	P	1	1	A	X	1	1	10	5	3	0	0	1
Paul Williams	1	P	X	P	1	1	1	1	1	X	P	P	10	4	0	0	3	2

\* X Canceled Meeting Oct 12, 2016  
 \* X Canceled Meeting March 29, 2017