

COLBERT COUNTY 9-1-1 BOARD MEETING

August 12, 2014

4:00 p.m.

BOARD MEMBERS PRESENT:

Chief Dewey King
Mr. Kirk Jones
Mr. Garey Austin
Mrs. Dessie Evans
Ms. Ronda Hood
Chief Ken Blackstock

OTHERS:

Mr. Mike Melton
Mr. Michael Smith

- I. **Call to order:**
 - a. The Colbert County 9-1-1 Board Meeting was called to order by Chief King at approximately 4:02 p.m.

- II. **Roll Call:**
 - a. All Board Members were present with the exception of Mr. Kimbrough. A quorum was established.

- III. **Comments from the public:**
 - a. None.

- IV. **Minutes:**
 - a. A motion was made by Mr. Austin and seconded by Mrs. Evans to accept the minutes for July 2014. All board members voted in favor.

- V. **Financial Report:**
 - a. A motion was made by Ms. Hood and seconded by Mr. Jones to approve the financial reports for July 2014 as presented. All Board members voted in favor.

- VI. **Director's Comments:**
 - a. State Audit:
 - i. Mr. Melton informed the Board that the State Audit by the Alabama Department of Public Examiners had been completed with no findings, but there were a few comments and suggestions.
 - ii. The ADPA suggested setting a minimum threshold dollar amount for the equipment inventory. Their suggestion was anywhere between \$500 to \$1000. Ms. Hood made a motion to set the minimum threshold for equipment inventory to \$500. The motion was seconded by Mrs. Evans. All Board members voted in favor.
 - iii. The ADPA suggested changing the "Bonus" line item to a "One Time Pay Increase." They also stated that any pay increase must go through payroll so that taxes can be deducted. Discussion was held on increasing the yearly One Time Pay Increase from \$50 to \$75 in order to cover the taxes that would be deducted. Mr. Austin

made a motion to change the name of the Bonus to One Time Pay Increase and to increase that amount from \$50 to \$75 per employee. Mrs. Evans seconded the motion. All Board members voted in favor.

- iv. The ADPA suggested that the Insurance Bond be recorded at the Courthouse. The Bond must also be enough to cover the projected revenue for the year, and since the Insurance Policy renews every year, the Bond must be recorded every year. Ms. Hood made a motion to have the Bond amount adjusted annually to match projected revenue and to have the Bond recorded yearly after policy renewal. Mr. Jones seconded the motion. All Board members voted in favor.

b. Local Audit:

- i. Discussion was held as to whether to continue with the local audit at a cost of \$4500.00 annually since the ADPA would be auditing the same data every 2 years. Mr. Melton advised that since we will have a local representative at the Courthouse from the ADPA, he would then recommend we cease with the local audit.
- ii. Mr. Austin made a motion to discontinue the local financial audit as long as we were being audited by the ADPA. Chief Blackstock seconded the motion. All Board members voted in favor.

c. FY15 Budget:

- i. The Budget Committee met this month. Ms. Hood went over the changes and suggestions made to the projected FY15 Budget. The proposed payroll budget does include a 3% cost of living adjustment for all employees, including Mr. Melton's contract pay. Mr. Melton advised that the projected income did not include any funding from other police departments.
- ii. Mr. Melton discussed possible projects for the capital funding. Some of those projects included new console furniture, chairs, and possibly moving the dispatch room down to the current classroom. He advised that we will approach the Board with each individual project to be approved as they come around.
- iii. Mr. Austin made a motion to accept the FY15 Budget as presented. The motion was seconded by Mrs. Evans. All Board Members voted in favor.
- iv. Chief Blackstock advised the Board that during the Budget Committee Meeting, Mr. Melton requested to increase Mr. Smith's payroll by 5% rather than 3% due to Mr. Smith's work ethic. This amount was included in the proposed FY15 Budget. Chief Blackstock made a motion to allow Mr. Smith's payroll to be increased by 5% rather than 3%. The motion was seconded by Ms. Hood. All Board Members voted in favor.

d. Ambulance Resolution:

- i. Mr. Melton discussed an ambulance resolution that dictates that Keller EMS would be the sole provider for ambulance transport in

Colbert County, with the exception of the Cherokee Rescue Squad. He advised that the Colbert County Commission and City of Sheffield have already adopted the resolution. The cities of Tuscumbia, Cherokee and Littleville have shown support but have not yet adopted the resolution. He has been unable to talk with the Mayors of Leighton or Muscle Shoals.

- ii. Tuscumbia Fire Department brought forth a concern regarding being unable to communicate on Keller EMS frequency due to encryption. They produced a city ordinance that stated any ambulance operating in Tuscumbia will provide frequencies to the Fire Department. Mr. Melton held a discussion with Bruce Carson to assist in meeting the needs of Tuscumbia Fire Department.
 - iii. Mr. Melton asked the 911 Board to adopt the resolution to support a sole ambulance provider. Chief King advised that the intent of the resolution was to protect the ambulance service and not any one person in particular. Ms. Hood advised she would like to facilitate a meeting with Mr. Melton, Bruce Carson, and others from Helen Keller Hospital.
 - iv. Mr. Jones made a motion to adopt the Ambulance Resolution as presented. Chief Blackstock seconded the motion. All Board Members voted in favor.
- e. Sign Cutter Grant:
- i. Mr. Melton informed the Board that we were able to secure the entire amount of \$8,176.09 through grant funding by the TVA In Lieu of Tax Money grant system, for the new street sign vinyl cutter. The machine is housed at the County Road Department and their personnel operate the machine and erect street signs for the County. Mr. Smith will send a thank you letter to the appropriate people for assisting with the grant.
- f. Law Enforcement Dispatch:
- i. Mr. Melton asked Mr. Jones if he had any updates on our dispatching of Law Enforcement. At this point we have not heard anything more from the City of Sheffield. Mr. Jones stated that many rumors were spreading over there about moving to 911, and there was a fear of some things that 911 could not perform; however, most of the fears were about things that 911 would not be performing anyway. Mr. Melton advised that our infrastructure was already in place to handle their calls whenever the switch does occur.
 - ii. Chief King advised that some officers may want to visit the 911 center to see how things will work and to help them answers some of their own curiosity questions. Mr. Austin suggested developing a proposed layout of the planned expansion to help sell ourselves to the police departments.

VII. **Next Meeting:** Next regular meeting will be Tuesday, September 9, 2014 at 4:00 p.m.

VIII. **Adjournment:** At 4:50 p.m., and with no further business to discuss, Chief Blackstock made a motion to adjourn. Mrs. Evans seconded the motion. All Board Members voted in favor.

Chief Dewey King, Chairperson

Mr. Kirk Jones, Vice-Chairman

Mr. Garey Austin, Board Member

Chief Ken Blackstock, Board Member

Ms. Ronda Hood, Secretary

Mrs. Dessie Evans, Board Member

absent
Mr. Harold Kimbrough, Board Member