

**MINUTES OF THE MEETING OF THE  
MOUNTAIN BROOK EMERGENCY COMMUNICATIONS DISTRICT  
OCTOBER 12, 2015**

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The Board of Commissioners of the Mountain Brook Emergency Communications District (“District”) met in public session in the City Hall Council Chamber at 7:00 p.m. on Monday, the 12th day of October, 2015. The Chairman called the meeting to order and the roll was called with the following results:

**Present:** Virginia C. Smith, Chairman  
William S. Pritchard, III, Vice-Chairman  
Jack D. Carl  
Lloyd C. Shelton  
Alice B. Womack  
Lawrence T. Oden, Mayor

**Absent:** None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston, and District Clerk Steven Boone.

The Chairman stated that a quorum was present and that the meeting was open for the transaction of business

**1. CONSENT AGENDA**

Chairman Smith announced that the following matters will be considered at one time on the consent agenda provided no one in attendance objects:

<b>2015-138</b>	Ratify and adopting the fiscal 2016 budget of the Mountain Brook Emergency Communications District (as previously adopted by the Mountain Brook City Council upon its adoption of Ordinance 1938 on September 14, 2015)	Appendix 1
<b>2015-139</b>	Ratify the transfer of \$275,000 from the Emergency Communications District operating fund to the City of Mountain Brook General Fund to reimburse the City for E911 dispatch labor costs and related supervision for the year October 1, 2014 through September 30, 2015	Exhibit 1, Appendix 2

Thereupon, the foregoing resolutions were introduced by Chairman Smith and their immediate adoption was moved by Commission member Shelton. The resolutions were then considered by the Commission. Vice-Chairman Pritchard seconded the motion to adopt the foregoing resolutions. Then, upon the question being put and the roll called, the vote was recorded as follows:

**Ayes:** Virginia C. Smith, Chairman  
William S. Pritchard, III, Vice-Chairman  
Jack D. Carl  
Lloyd C. Shelton  
Alice B. Womack

**Nays:** None

Chairman Smith thereupon declared that said resolutions (Nos. 2015-138 and 139) are adopted by a vote of 5--0 and as evidence thereof she signed the same.

**2. ADJOURNMENT**

There being no further business to come before the District, Chairman Smith adjourned the meeting.

**3. CERTIFICATION**

I, Steven Boone, District Clerk of the Mountain Brook Emergency Communications District, certify the above is a true and correct transcript of the regular meeting of the Board of Commissioners held at City Hall, Council Chamber (Room A108) on October 12, 2015, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that a quorum was present.



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District Clerk

**EXHIBIT 1**

**RESOLUTION NO. 2015-139**

**BE IT RESOLVED** by the Board of Commissioners of the Mountain Brook Emergency Communications District that the Board hereby ratifies and approves the transfer of funds in the amount of \$275,000 from the District to the City of Mountain Brook Capital General Fund to reimburse the City for E911 dispatch labor costs and related supervision for the year October 1, 2014 through September 30, 2015.

<b>Ledger Number</b>	<b>Ledger Description</b>	<b>Amount</b>
531-3516-6910	Transfers-General Fund	\$275,000 DR
531-1002-2376	Cash	275,000 CR
100-1001-0000	Cash	275,000 DR
100-3800-4831	Transfer-E911 District	275,000 CR

**APPENDIX 2**

RESOLUTION NO. 2015-138

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE MOUNTAIN BROOK EMERGENCY COMMUNICATIONS DISTRICT ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016

BE IT RESOLVED by the Board of Commissioners of the Mountain Brook Emergency Communication District ("District"), that the following is the adopted budget for the District for the fiscal year beginning October 1, 2015 and ending September 30, 2016 (as adopted by the City Council of the City of Mountain Brook upon its adoption of Ordinance No. 1938 on September 14, 2015):

Ledger No.	Account Description	(For Reference Only)	
		9/30/2016 Budget	9/30/2015 Budget
531-3305-4500	Fines & Forfeitures (Act 03-289)	\$ (2,100.00)	\$ (2,200.00)
531-3404-4050-3401	E-911 Surcharge (Mobile)	\$ (388,000.00)	\$ (313,800.00)
531-3407-4400	Other Investment Earnings	\$ (1,300.00)	\$ (900.00)
	<b>E911 Revenue</b>	<b>\$ (391,400.00)</b>	<b>\$ (316,900.00)</b>
531-1213-6307	Bank Fees	\$ 296.00	\$ 296.00
531-3510-6210	Development-Training	\$ 25,000.00	\$ 21,000.00
531-3510-6300	Supplies/Exp-General	\$ 1,000.00	\$ 1,000.00
531-3510-6464	Service Contr-Comm Equip	\$ 6,000.00	\$ 20,018.00
531-3510-6610	Utilities-Telephone	\$ 82,000.00	\$ 82,000.00
531-3516-6910	Transfers-City General Fund	\$ 200,000.00	\$ 200,000.00
531-3516-6941	Transfers-Capital Projects Fnd	\$ 0.00	\$ 0.00
531-3590-6941	Transfers-Capital Projects Fnd	\$ 0.00	\$ 205,186.00
	<b>E911 Expenses</b>	<b>\$ 314,296.00</b>	<b>\$ 324,314.00</b>
	<b>Excess of (Revenue) Over Expenditures</b>	<b>\$ (77,104.00)</b>	<b>\$ 212,600.00</b>
	<b>(Fund Balance), Beginning of Year</b>	<b>\$ (335,284.70)</b>	<b>\$ (547,884.70)</b> <sup>(1)</sup>
	<b>(Fund Balance), End of Year</b>	<b>\$ (412,388.70)</b>	<b>\$ (335,284.70)</b> <sup>but</sup>

BE IT FURTHER RESOLVED by the Board of Commissioners of the Mountain Brook Emergency Communications District that the District Administrator is hereby authorized and directed for and on behalf of the District, to disburse funds for the payment of budgeted expenditures including, and not limited to salaries and benefits, payroll taxes, service and other contracts, debt service, utilities, supplies and such other obligations incurred by the District in the normal course of public safety operations.

<sup>(1)</sup> As reported in the audited financial statements of the City of Mountain Brook as of and for the year ended September 30, 2014.

ADOPTED AND APPROVED: The 12th of October, 2015.

*[Signature]*  
Chairman

CERTIFICATION

I, Steven Boone, District Clerk of the Mountain Brook Emergency Communications District certify the above to be a true and correct copy of a resolution adopted by the Board of Commissioners of the Mountain Brook Emergency Communications District at its meeting held on October 12, 2015, as same appears in the minutes of record of said meeting.

*[Signature]*  
District Clerk

2015-138

**911 Dispatch Labor Cost**  
**City of Mountain Brook Emergency Communciation District**  
**October 1, 2014 through September 30, 2015**

Empl No	Title	Last Name	First Name	Salaries	FICA 7.65%	Pension 12.39% (Capped)	Medical	Total	Estimated FTE's	Base Salary	DOH
5510-002	065								1.23	58,760.00	3/27/2001
5510-004	065								1.24	55,952.00	6/12/2007
5510-005	065								1.05	61,692.80	7/26/2007
5510-010	065								1.27	55,952.00	6/6/1995
5510-015	065								1.20	50,793.60	11/13/2007
5510-018	065								1.15	50,793.60	5/20/2009
5510-028	065								0.64	58,760.00	12/5/1995
5510-031	065								0.87	46,113.60	9/13/2011
5510-032	065								1.11	41,787.20	12/6/2011
5102-002	065								0.35	46,113.60	5/26/2015
0									0	0	
0									0	0	
0									0	0	
0									0	0	
5510-034	065								1.25	55,952.00	1/1/2013

Annual dispatch labor cost (all positions)	\$ 790,889.15	11.36	\$ 582,670.40
Number of dispatchers (FTE's based on salaries paid)	<u>11.36</u>		
Average annual dispatch labor cost (per FTE)	\$ 69,621.00		
1 dispatcher, 3 shifts/day for 911 coverage + 1/4 FTE back-up for breaks	<u>3.25</u>		
Annual direct dispatch labor cost for 911 coverage	\$ 226,268.00		
Estimated overhead (police supervision, accounting, payroll, accounts payable, utilities, and space)	<u>1.25</u>		
<b>Total estimated cost of 911 dispatch function including overhead</b>	<b>\$ 282,835.00</b>		
Amount budgeted and transferred to General Fund for 911	\$ 200,000.00	\$ (75,000.00)	10038004831 Transfers-E911
		\$ 75,000.00	10010010000 Cash General Fu
		\$ (75,000.00)	53110010000 Cash E911
Est 911 Dispatch Cost Over (Under) Initial Budget/Transferred Amount	\$ 82,835.00	\$ 75,000.00	53135166910 Transfers-Gener
			Adjust 911 transfers for labor and overhead to \$275,000 conservative estimate

**APPENDIX 2**

2015-139