



CITY OF GERMANTOWN TENNESSEE

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Germantown Telecommunications Commission Meeting

Wednesday, February 11, 2009
GHS-TV Studio – 6:00P.M

MEMBERS PRESENT: Tony Fischer - Chairman, Jack Parnell – Vice Chairman, Sandra Abel, Rik Ditter, Donna Chandler Newman, Rodney McKelroy, Danish Siddiqui

MEMBERS ABSENT: Bill Brody and Glen Murry

PRESENT BMA Liaison: Alderman Ernest Chism

PRESENT STAFF Liaison: Kristen Geiger, Asst City Administrator
Stephanie Logan, Technical Services Coordinator

PRESENT Non-Members: Frank Bluestein, GHS-TV Executive Director
Jon Hoag, GHS-TV Co-General Manager
Luke Driver, GHS-TV Co-General Manager
Scott Crosby, Attorney
Alderman Mark Billingsley

CALL TO ORDER

A roll call was conducted and a quorum was established.

****MOTION****

MINUTES

Donna Chandler Newman made a motion, seconded by Jack Parnell, to approve January 14, 2009 minutes with corrections (small j on the last page in Jack Parnell's name to be capitalized). Motion passed unanimously.

COMMENTS BY CHAIRMAN

Tony Fischer introduced Rodney McElroy to the Commission one by one. He also stated that Donna Chandler Newman will be the Telecommunications Commission representative at the GHS-TV Foundation.

COMCAST REPORT

Tony Fischer reviewed the Comcast Report as Otha Brandon was unable to make the meeting. He said that they were going to try and get all reports out on the Friday prior to meetings as this would give everyone time to review.

He stated that they were down by 296 subscribers this month which is effectively 3%.

GHS-TV REPORT – FRANK BLUESTEIN

Frank Bluestein introduced all the members of the GHS-TV crew and stated that the meeting was being filmed.

January 2009 monthly statistics for GHS-TV: GHS-TV cablecast 744 hours of monthly programming, 70 non-repeat local and national television shows cablecast.

GHS-TV has produced 60 Access Together Projects in total for the season and will have produced 100 by the end of the season.

Frank Bluestein also wanted it noted in the minutes that he had made contact with other municipalities and entities and that they are receptive to speaking with Comcast.

Tony Fischer asked for an update on Low Power FM. Frank Bluestein handed out a brochure entitled LPFM Now – it is basically a postcard that people can fill in to send to their Senators to ask them to support the Low Power FM. He went on to say that Low Power FM would work even if there was no power due to a natural disaster etc, as it can be run by just a generator and can still serve the whole community.

With the Budget for FY09, the station plans to use the money that has already been awarded to buy the high definition switcher. In 2010, they will be looking at purchasing four cameras. In 2011, the capital program continues as identified in the handouts on the capital program. (See attachment)

Tony Fischer stated that he would draft a letter to the BMA and expressing the desire for the City to fund the studio and he will distribute the letter for signature to everybody on the Commission.

IT UPDATE – KRISTEN GEIGER

The microwave bid is opening up tomorrow. The Microwave system will improve radio communication in one area of the City over by Johnson Road. There is some breakup in communications in this area of the City so this will allow that connectivity for particularly Police and Fire.

On the Police Communications Control Center, we had a meeting today and work has begun. The furniture is due to arrive tomorrow. It will be assembled and next Tuesday morning is the switchover to move the Dispatchers to the new location and Monday morning Collierville will be accepting our “guests” we have in our jail – for the next three weeks those prisoners will be held at Collierville while we paint the Jail.

Fire Station 4 – the design is being drawn up for the new Fire Station. This year’s capital project is to tear down the old Fire Station and rebuild a new one. It’ll be a two story and the second story will house the sleeping quarters are and the downstairs will be lounge, the receiving area and the fire training room. It’s being built to have a back-up Remote 911 Center. Planning for those emergencies or disasters should something happen to the main 911 Center at City Hall this will be the back-up. It will be tested at least once a year. We’re looking at requesting the capital in next year’s budget to fit a network back-up for the City at this facility as well, and possibly even the back-up disaster recovery for the New World Software System. The New World system runs Police and Court and handles all the dispatch information, data, investigations, and ticketing.

Telecommunications Commission

February 11, 2009

Page 3

Police electronic ticketing is moving along and in the final testing. They have worked out pretty much all the kinks and training is happening this week (refresher training). Court data conversion still is going on and the new installation will happen in the next two months.

Yesterday, the City had a Website kick-off meeting and information was given as to the elements of the new website. It will include buttons as well as drop-down, event calendar, sorting options, and polls. It's very interactive; it'll have pages that each department or service area can update on their own. August is the target for the new website to be live and we are reviewing hosting options. Kristen requested the use of Telecommunications Commission to review these options at later date.

The City has also looked at Code Red, which basically is an alerting system that makes phone calls immediately should you declare an emergency or situation that you need to get the word out immediately to whoever signed up and you try and get all your citizens to sign up. That sign up could be on the website as well. Planning for emergencies and effective communications are part of IT's strategic plan as we move forward. During an emergency you really need multiple avenues of communication. A couple of Commission members had a tour of the City last week. The two new Commission members came by and our IT analyst Trung Dang took them around and showed them some of the equipment, get their hands wet. Any member who wants to come and get a tour – you're more than welcome.

What's coming up; we're bringing the disaster recovery services for the SunGard Public Sector to the BMS on the next Board Meeting on the 23rd. We're completing the analysis on the SunGard update to update that system and again with one of the conversion option is the Naviline to allow us to be in an APS environment which would mean that they would host the information in the software and we would remotely access it. Again, for disaster recovery, I mean to have it hosted like that is important, because that way if the City ever goes down, we could just go to another area where is an internet connect and get back at the information.

Alderman Mark Billingsley asked if the disaster recovery item is the item that Board asked to defer and have this Commission. Kristen answered yes. Alderman Billingsley went on about the item being deferred and the need for the expertise from this Commission to be gathered.

Kristen explained that training on Pictometry is going to happen next week; the Police will start next week. Locution interface; the contracts are being finalized and the interface which is the automated dispatch system to interface with the New World and the Fire dispatch to emergency calls. The Locution interface is scheduled to occur during the third quarter as well. Staff is submitting the request for funding a back-up system for CAD, Zetron.

Alderman Billingsley asked if Naviline was the next big project that input would be gathered from this Commission. Kristen said yes and stated that she would like to set up a sub-committee that would review the analysis.

Alderman Billingsley stated that he is not trying to beat a dead horse but that Mr. Chism and he were pretty passionate about utilizing the expertise of our respective Commissions and he wanted to make sure a review of disaster recovery item. What he sees is more of a report, an overview of what we're doing and basically that's what he is hearing again tonight relative to the same issue. He was his understanding that when we sent it back to the Commission it was to give this group an in depth background of the disaster recovery services and ask for their input, expertise.

Telecommunications Commission

February 11, 2009

Page 4

Kristen informed the Aldermen that the item was reviewed in January and that it was sole source and that the Commission's role is to recommend policy direction, not approve actions or purchases.

Alderman Billingsley stated that he understands the role but he would want the Commission's expertise to be sought on this item. Tony Fischer offered this item along with the SunGard upgrade to be reviewed by the sub-committee since they are related items. Kristen concurred.

Alderman Chism stated that it was his understanding that they were going to have an opportunity to look at it and get to the inner workings of it. Donna Newman asked if they even got the resolutions in hand. Tony Fischer asked what resolutions and Donna stated the disaster relief resolutions.

Alderman Billingsley stated that is was two meetings ago, not the last one, when he questioned staff relative to this issue. He was told basically it was presented in a format like it was tonight and he does his homework on issues. He called members of this Commission to say was there a report passed out and if their opinions were asked. The answers that he got from the members of this Commission was no, it was reported to them but they weren't asked for feedback and really didn't have enough information for us to make a recommendation. He was going to beat up on this issue until it is fixed. He doesn't see a purpose for these Commissions unless we're going to utilize their expertise. Mr. Chism and he do not have the expertise relative to disaster recovery service, however, in this room, he thinks the sum of this group is certainly very valuable to the City. So, that's been his feedback to the City and so he would love for this issue to go back with this sub-committee if y'all would consider that. Tony stated that the issue would go to the sub-committee.

Kristen stated that at the January meeting the item was thoroughly explained it, the recovery period was twelve to thirty six hours of recovery, what it covered, and the modules it covered. She stated that Mrs. Newman asked questions about what it covered. A motion to approve was never asked since it is not the role of the Commission. She went on to say that the item can certainly look at it in a sub-committee.

Tony Fischer stated that the items will go through the sub-committee and Donna Newman volunteered to be on the sub-committee.

ANY OTHER BUSINESS

Frank Bluestein stated that he had a question relating back to the budget, he said that usually what happens at this meeting is that someone makes a motion – he thought that it would be good if the Commission would go on record in support of our request for \$220,000 for FY10 – that's usually what happens at this meeting and then usually there's an instruction to write the letter.

**** MOTION****

Donna Chandler Newman motioned to authorize the Chairman to write the letter we would all sign to ask for the \$220,000 to the budget as discussed this evening. Jack Parnell seconded the motion. The motion passed unanimously.

Donna Chandler Newman also proposed that the Commission think about a Municipal Wireless system, saying how much it would be of benefit. Members agreed that it sounded like a good idea. She asked members to do some research and to update at the next meeting.

Telecommunications Commission

February 11, 2009

Page 5

ANY OTHER BUSINESS (Cont'd)

Sandra Abel invited all Members to the GHS-TV auction on March 1 to experience the live auction going out on air.

Rick stated that he and Danish had had a tour of the City with Trung Dang, and that they were putting together some ideas that would benefit the City for review at the next meeting.

ADJOURNMENT

****MOTION****

Meeting adjournment motion by Jack Parnell, seconded by Donna Chandler Newman. Motion passed unanimously.

The next meeting will be held on Wednesday, March 11 at 7:00pm in the Administrative Conference Room.