



CITY OF GERMANTOWN TENNESSEE

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GERMANTOWN TELECOMMUNICATIONS COMMISSION MEETING Wednesday, January 14, 2009 Administrative Conference Room – 6:00P.M

MEMBERS PRESENT: Tony Fischer, Chairman, Sandra Abel, Bill Brody, Rik Ditter,
Glen Murry, Donna Chandler-Newman, Jack Parnell, Vice-Chairman, Danish
Siddiqui

MEMBERS ABSENT:

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
Otha Brandon, Comcast Director of Government Affairs
Scott Crosby, Attorney

CALL TO ORDER

A roll call was conducted and a quorum was established.

****MOTION****

MINUTES

Sandra Abel made a motion, seconded by Jack Parnell, to approve December 10, 2008 minutes with no corrections. Motion passed unanimously.

COMMENTS BY CHAIRMAN

Tony Fischer introduced himself as the new Chairman and asked all the members to introduce themselves also. He reviewed the Telecommunications Commission Ordinance.

****MOTION****

A motion was made by Sandra Abel to make Jack Parnell Vice-Chairman of the Telecommunications Commission, Bill Brody seconded and the motion passed unanimously.

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REVIEW OF ETHICS

Kristen Geiger passed out the Code of Ethics and reviewed it with the members. She explained that the City had adopted the Code for all officials doing business including City employees, elected officials and people who sit on Commissions to adhere to and she advised the Commission members to read through the Code.

CABLE ORDINANCE – SCOTT CROSBY

Scott Crosby began his review of the changes to the existing cable ordinance. He welcomed any input from Commission members and gave out his email address for comments or suggestions. (SCrosby@BPJlaw.com). Scott then briefly reviewed each change to the ordinance:

7-59-301- The sole purpose for change/revisions is to make sure the City of Germantown Ordinance references where necessary and included where necessary, all aspects of the State Law and all cable providers (franchisees) who have franchises granted by the State. Scott went onto to say that we want to make sure that there were no loopholes where the State may issue some franchise because we didn't make a particular change in our Ordinance.

19-57 C - E is similar to the State's Audit Procedure – Ours is more City oriented.

19-60-62 - All are franchises issued by the City

19-63 - Removal of cable system – rights-of-way

17-59-308 - State Ordinance -May be ready for first reading at the January 26th BMA.

7-59-310 - Utility boxes are not preempted by State

- Kristen Geiger stated that she would get with Community & Development regarding the City's Ordinance, have them review our policy vs Bartlett's and see if we can tighten the policy to avoid the huge box.
- All correspondence will go to Tony Fischer and he will send on to Scott Crosby for inclusion.

GHSTV REPORT – FRANK BLUESTEIN

Germantown Community Television Report was emailed to all members.

December 2008 monthly statistics for GHS-TV: GHS-TV cablecast 744 hours of monthly programming, 70 non-repeat local and national television shows cablecast.

GHS-TV produced three Access Together Projects for December 2008. Total number of programs for the Access Together Project for the 2008-2009 season is 53.

The Germantown Community Television Foundation's last quarterly meeting was on November 25, 2008 with an updated financial report provided. The Combined Cash balance is listed as \$32,269.69. The next meeting of the Germantown Community Television Foundation is February 24, 2009. The BMA approved the annual allotment of \$220,000.00 on January 12, 2009.

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Areas of concern and pending issues are the same as they have been for a while. Mr. Bluestein said that they were in process of adding four new programs to their line-up in 2009.

COMCAST REPORT – OTHA BRANDON

10,186 Comcast cable subscribers for December 2008

- Down 9 subscribers from November 2008
- Down 221 subscribers from December 2007

Mr. Brandon summarized the rest of his report.

IT UPDATE

Kristen Geiger provided the Quarterly Information Technology Report.

She began reviewing the Police Communication Centre Project with the Commission. She explained the project had started, at least the initiation of a major project in the City, in fact the Board at the last meeting on Monday night approved the painting, electrical and furniture contract to renovate the jail and Police Command Communications Centre which is located in the other end of the building downstairs. It's where all the 911 calls come for Fire and Police and EMS dispatch.

She went on to say that City's jail is a processing and holding facility, it's a 72 hour detention facility. So, what's implemented or kicked off this project was painting in the jail was necessary. It has been over 30 years and the State came in and said "you have to paint it" – it sounds simple but the City will have to blast down the bars to metal. The type of paint, epoxy creates fumes so we have to move the dispatching services out of that area while it's being painted.

We are setting up a back up system for 911 dispatch in the Police Training Room in the basement side of the facility. The cabling for that has been completed. The furniture is on order and will be ready by mid-February. We are targeting moving staff and converting 911 from downstairs and its main area to the Police Training room. They'll operate out of there for 3-4 weeks while painting is completed. During the painting period, the area where they currently are housed is will be gutted, electrical upgrades will be completed and it will be re-configured and modified to allow for improved furniture and functionality of the system and how it's all processed along with restructuring and updating of the technology that's used. In going along with all that, one of the things that will also happen is that the map that they use to peg where the City's emergency vehicles and situations are, is two years old, so it will be updated.

Through the State the City is able to get a map of the entire County. Fire and Police indicated they no longer wanted just a City map. So, thankfully, we are able to do that and upgrade the map and also do it in such a way that we can now control the map in-house. We will not have to purchase the map again, we'll make regular updates through Development as addresses are changed or added or streets become important because this is the type of map that is all linked via computer and dispatching that you don't want to have an issue where there isn't a road or when they don't know where they're going in case of emergencies.

The electronic ticketing for police is in the final testing stage. They have been installed on all the vehicles including K9 units, so we believe that they should be under way by the end of this month and start issuing tickets electronically.

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Court is still undergoing its data conversion. The next phase they'll come in to help plan for not only finalizing the conversion of the data but bringing in the New World software installation. The software will link in with the Police software, so now the electronic ticket which generates the report which is all done electronically will download and then create the docket for Court nights.

Projects that are up and coming, what we're working on now, is, at the next Board Meeting, we will be bringing forth a contract for Disaster Recovery Services with Sungard Public Sector. That is the software that provides and handles all the accounting, taxes, utilities, payroll, asset management, human resources, it's the City's Core System. It will provide disaster recovery services plan that should the event whether it's a minor issue that shuts down the system or whether it's a major one that would within 12-36 hours we'd be up and running remotely via a secure internet site.

We are completing the analysis on upgrading the same software packet to the Naviline version that they provide which would include the work orders system that would be city wide. Virtually all the main line departments in the City have requested a work order system in this year's budget and it is something that has been brought to the attention that has been overdue to truly have. So, we're moving forward with that and hopefully we'll bring back the recommendation to the Board in March.

Training on Pictometry and the police citations as they finalize the testing, the police will also be trained by then end of this month on how to do that all again. They had preliminary training eight months ago, so now this is more or less a refresher course because it took such a while to get to the point where we are now, so those training sessions are being set up. We are going out to bid shortly for the Zetron which is the computer aided dispatch software system for fire. We've had issues with a system that we have called Locution versus the former Zetron and it's getting to a point where we are going upgrade the old Zetron system because we literally don't have any right now.

Donna Chandler-Newman asked Kristen to go back to disaster and recovery, are you only looking at the departments that you were talking about? What is the disaster recovery for?

Kristen Geiger replied that it's for that AS400 system – it's Sungard HTE – it provides services for those modules that I mentioned – so it's predominantly the utilities, the whole Finance area, the human resources area, that system right now we back it up nightly and the tapes are offsite stored.

ADJOURNMENT

Meeting adjournment motion by Sandra Abel, seconded by Jack Parnell. Motion passed unanimously. February 11 meeting will be held at GHS TV studio at 6p.m.