



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

Telecommunications Commission Meeting

Wednesday, November 9, 2011 – 6:00 pm
Administrative Conference Room, 1930 S Germantown Road

MEMBERS PRESENT:	Sandra Abel, Ald Ernest Chism, Rik Ditter, Ken Ketcham, Rodney McKelroy, Jack Parnell and Kurt Weil
MEMBERS ABSENT:	Bill Brody and Danish Siddiqui
PRESENT STAFF LIASON:	Kristen Geiger, Finance & General Services Division Director. Stephanie Logan, Technical Services Coordinator, F&GS
PRESENT NON MEMBERS:	Tony Fischer Kevin Brent – Motorola Solutions Ted Beasley – Video with GHS-TV and Shelby County Schools

Call To Order

Vice-Chairman Parnell called the November 9, 2011, Telecommunications Commission to order at 6:02 p.m. Kristen Geiger conducted a roll call and it was noted that a quorum had been established. Vice-Chairman Parnell congratulated Tony Fischer on his appointment as IT Director for The City of Germantown.

A question was posed as to how the next chairman of the commission would be picked and it was noted that the Mayor decides on who should chair each commission.

Approval Of Minutes

Vice-Chairman Parnell called for the approval of the October 12, 2011 Telecommunications Commission Minutes.

****MOTION****

Ken Ketcham made a motion, seconded by Kurt Weil, to approve the October 12, 2011 Telecommunications Commission Minutes with amendments. The motion passed unanimously.

COMCAST Report

Vice-Chairman Parnell stated that Otha Brandon was not present at the meeting but that the Drop Bury report had been handed out to members.

Kevin Brent from Motorola Solutions was introduced to the commission members.

GHS-TV Report

Ted Beasley stated the October 2011 monthly statistics for GHS-TV: Germantown Community Television cablecast 744 hours of programming during the month of October 2011. The total number of non-repeat local and national television shows by show title cablecast is 90. The total number of local and national television shows by number of airings per month cablecast is 246. The total number of television shows/taped reports/special projects produced locally is 41. The total number of television shows/taped reports/special projects produced locally for the 2011-2012 season is 93. The total number of programs produced for the Access Together Project for 2011-2012 seasons is 40.

Ted stated that Mr. Bluestein had wished for the pending issue with COMCAST to be noted, stating that they had had complaints for numerous citizens regarding the station information.

Vice-Chairman Parnell congratulated GHS-TV for winning the Shorty Award for the news programming.

IT Report

Stephanie Logan stated the IT report.

SunGard Work Order Training – An on-site training session is currently taking place to review work orders. The trainer is reviewing how we are currently using the work order system, how the system can be more efficiently used, and making recommendations for additions and changes. The trainer is instructing staff on the appropriate demand reports to use to use to extract specific work order information. She is also assisting with developing QRep reports to gather information required for performance measures.

SunGard QRep Training – Web training has been completed to provide a refresher course to those employees originally trained during the system implementation and an overview for employees requesting reports.

SunGard QRep Web Demo – Those who participated in the QRep Web training also received a demo of the software End Users will be able to access as a follow-up to the report training.

Public Radio Tower Balloon Test – A balloon test has been conducted for the Public Radio Tower project. A red balloon was lifted to 180 feet and anchored for a three day period. Photos were also taken from various vantage points to show the potential tower from all areas.

Public Radio System Specs – Draft specs for the Public Radio System are currently under review. Once the specs have been finalized they will be sent to legal for final review.

Existing Tower Contract Negotiations – Contract negotiations are on-going to work through the language that currently exists on the WTF at the Water Tower Complex. Negotiations expect to include lease extensions and the possible tower construction

Vice-Chairman Parnell asked if anyone had any news regarding the LPFM. He noted that Frank Bluestein was not in attendance so the question remained unanswered.

Telecommunications Commission

November 9, 2011

Page 3

Old Business

ID Badges – Vice-Chairman Parnell asked if all members had now received their ID badges to allow access to the doors.

Audit Report – Ken Ketcham stated that he and Ralph Gabb had reached a point where they are getting no response from COMCAST so a demand letter will be sent requesting the appropriate amount of money that is owed. Also owed is \$1,247 from the end of the year audit.

New Business

Dec 2011 Telecom Meeting - The December Telecom meeting would be held at the home of Sandra Abel.

2012 Commission Appointments - Members were requested to re-apply for 2012 by December 1st and were informed that there was also one opening on the commission.

Commission Dinner – Members were reminded that the Commission Dinner is to be held on Thursday November 10th.

Overhead Telecom Lines – Rik Ditter requested if any information had been gathered regarding his question about the overhead telephone lines being an eyesore, Kristen Geiger replied that she had spoken with development and that they had stated that the way they work is that anytime that they can have it done they would have the cables buried, but that did not specify. It was questioned what the ordinance was for the overhead cables. Ken Ketcham said that he would email the ordinance to Rik Ditter.

MLGW – Vice-Chairman Parnell asked if the city had any jurisdiction over the MLGW reburying cables, reworking everything and messing up in the neighborhoods.

ADJOURNMENT

****MOTION****

Vice-Chairman Parnell called for a motion to adjourn the meeting. Sandra Abel made a motion, seconded by Rodney McKelroy. The motion passed unanimously.