



CITY OF GERMANTOWN TENNESSEE

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Telecommunications Commission Meeting

Wednesday, October 12, 2011 – 6:00 pm
Administrative Conference Room, 1930 S Germantown Road

MEMBERS PRESENT:	Sandra Abel, Bill Brody, Tony Fischer, Ken Ketcham, Rodney McKelroy, Jack Parnell and Kurt Weil
MEMBERS ABSENT:	Ald. Ernest Chism, Rik Ditter and Danish Siddiqui
PRESENT STAFF LIASON:	Kristen Geiger, Finance & General Services Division Director. Stephanie Logan, Technical Services Coordinator, F&GS
PRESENT NON MEMBERS:	Robbie Weaver, GHS-TV Co-Director Alison Rogers, GHS-TV

Call To Order

Chairman Fischer called the October 12, 2011, Telecommunications Commission to order at 6:04 p.m. Kristen Geiger conducted a roll call and it was noted that a quorum had been established.

Approval Of Minutes

Chairman Fischer called for the approval of the September 14, 2011 Telecommunications Commission Minutes.

****MOTION****

Bill Brody made a motion, seconded by Kurt Weil, to approve the September 14, 2011 Telecommunications Commission Minutes as amended. The motion passed unanimously.

GHS-TV Report

Alison Rogers and Robbie Weaver were introduced to the commission and Robbie stated the September 2011 monthly statistics for GHS-TV: Germantown Community Television cablecast 720 hours of programming. 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 16. The total number of all shows (including repeats) that were cablecast is 1039. The total number of television shows/taped reports/special projects produced locally for the 2011-2012 season is 28. The total number of television shows/taped reports/special projects produced locally for the 2011-2012 season is 52. The total number of programs produced for the Access Together Project for 2011-2012 seasons is 29.

Chairman Fischer noted that GHS-TV had won the Shortie Award for the Wake-Up Germantown program.

GHS-TV.org can now be streamed lived from Smartphone's.

COMCAST Report

It was noted that Otha Brandon was not at the meeting and that the Drop Bury report had been emailed out to members.

IT Report

Stephanie Logan stated the IT report.

SunGard Work Order Training – An on-site training session has been scheduled in November to review work orders. The trainer will be reviewing how we are currently using the work order system, how we can more efficiently use the system, and make recommendations for additions or changes. While she is on site the trainer will instruct staff in the appropriate demand reports to use to use to extract specific work order information. She will also assist with developing QRep reports if time allows.

SunGard QRep Training – Web training has been scheduled the first week of November to provide a refresher course to those employees originally trained during the system implementation. This will also provide an overview for those requesting reports so they know what information is necessary and what they should ask for in a report.

IT Network Server Room – The air handler for the IT Server Room located at City Hall failed. The safety mechanism in place to notify City staff when the room has reached an unsafe temperature also failed to activate. The end result was the City's server room heated to an unsafe temperature for electronic equipment and they began systematically shutting down.

City staff became aware of the problem when the phone system became inoperable. IT and Facility Services staff cooled the room down and called in the necessary vendors to address the downed systems. To date the only computer equipment loss has been to the phone system. The City now has one new server and one rebuilt server both with dual hard drives for redundancy.

A discussion ensued amongst staff and members regarding how to re-direct phones in the event of this happening again.

Chairman Fischer asked about the sub-committee regarding phones but Kristen Geiger stated that a sub-committee had been formed but that it had been put on hold.

File Server Purchase – The file servers have been ordered that were identified in this year's Infrastructure Replacement Program. One is slated for the Purchasing Division documents and the second is for the City's photographs.

Germantown Community Television Agreement – The annual payment for the second year of the 3-year Contract was presented to the BMA for approval on October 10th in the amount of \$249,900.

Kristen Geiger noted that she had conveyed to Patrick Lawton Rik Ditter's concern from the previous meeting regarding COMCAST advertising practices not being fully disclosing the pricing.

Kristen Geiger stated that Patrick Lawton is going to work with Scott Crosby on taking some legal issues with ATT. Kristen also said that she had communicated with Otha Brandon from COMCAST regarding the Capital Contribution. A formal notice will be sent to both ATT and COMCAST reminding them that this fee needs to increase.

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Members inquired if Otha Brandon from COMCAST would be continuing to attend the Telecom meetings.

Old Business

Chairman Fischer asked if a payment had been received from COMCAST yet, but Kristen Geiger stated that she had not yet heard if payment had been received. Ken Ketcham stated that he had spoken with Ralph Gabb and that the City was going to add COMCAST and GHS-TV foundation to the electronic payments system starting next quarter.

Regarding the Audit, Ken Ketcham stated that Ralph Gabb had met with Russ Pugh from Corporate and Robert Meeker from COMCAST and they went through a number of items that were still on the audit and are supposed to be reporting back.

New Business

Kristen Geiger stated that City is increasing security during Court night and as a result commission members will be receiving id badges to allow access as the glass door between the admin area and the down hall will be locked.

Chairman Fischer reminded members to reapply for the commission for the next year.

Chairman Fischer also stated that Leadership Germantown was accepting applications for the Jo Reid award which is awarded to outstanding volunteers to the City and stated members were welcome to make a recommendation and that forms would be made available.

Regarding the GHS-TV payment present to the BMA on Monday October, 10 2011, Kristen Geiger said Ald. Billingsley requested the status with not being able to see the programming on COMCAST for GHS-TV Kristen Geiger stated that she had been made aware of a piece of equipment, if purchased, that would allow us to have the programming displayed, however, it is believed that COMCAST are not even certain that this would rectify the problem.

A discussion ensued.

ADJOURNMENT

****MOTION****

Chairman Fischer called for a motion to adjourn the meeting. Sandra Abel made a motion, seconded by Jack Parnell. The motion passed unanimously.