

Robertson County Emergency  
Communications District  
Board Meeting Minutes

**May 15, 2012**

**2012-05-01 Call to Order**

The regular schedule meeting was called to order by the Vice-Chairman, Bruce Dean in the absence of Kathy Spears at 9:00 a.m. at 115-Pinnacle Dr., Springfield, TN. 37172.

**Roll Call**

**Board Members Present:** Bruce Dean, Ron Gallagher, Bill Holt, Nancy Johnson, Gwen Martin, David Thompson.

**Board Members Absent:** R.L. Douglas, @ at wreck; Russell Gupton, to be late; Kathy Spears, sick called at 6:30 a.m.

**Others Present:** Joe Palmer, Lee Ann Smith, Robert Black, Jimmy Hamill, Jason Pentecost, Lynn Questell, Patrick, Drew, Elvis Wilson, Clyde Richert, Dee Dee Perry, Rich Hatfield, Cathy Lowe.

**2012-05-02 Recognize Visitors**

Bruce Dean recognized Lynn Questell, w/TECB; Drew and Patrick with the State GIS.

**2012-05-03 Review Agenda**

**2012-05-04 Review Minutes**

**Bruce Dean** asked all board members to review the minutes for April 17, meeting. ***Motion was made by Gwen Martin to approve the minutes as read. Motion was seconded by Bill Holt. (All members approved.)***

**2012-05-05 Financial Statement**

**Bruce Dean** asked all board members to review the Financial Statement for April 30, 2012.

***Motion was made by Gwen Martin to accept the financial statement for the month of April 2012. Motion was seconded by Nancy Johnson.***

**Roll Call Vote: 6-Yes 3-Absent 3-Excused**

**2012-05-06 Reports from Committees**

1. Bruce Dean introduced Lynn Questell, TECB. She spoke on the new NG-911 (infrastructure). The Mapping will be a state-wide project. It will be basic rules that emergency responders will rely on. Lynn asked Patrick to explain the process of correcting the anomalies (errors) on each road. She stated that when the dispatcher puts in the address the structure should come right up at the location on the road.

**Note: Please let the minutes reflect that Russell Gupton arrived at 9:15 a.m.**

**David Thompson** asked if the real time tracking of a vehicle would be made available to each dept. **Bill Holt** mentioned he had attended a meeting with the Highway Patrol in Alabama. It was to be the model state for mapping ( it had all county lines meeting on their maps).

Con't.

**Bill Holt** asked if all maps would be meshed together. **Joe Palmer** asked how important the ESN will be with NG-911. Joe stated that we could not get the ESN for The Sumner side of White House City limits because of EMS liability issues.

**Cathy Lowe** to research with other counties concerning their Policy & Procedures, also **Lynn Questell** suggested getting with TENA and putting it out their state wide. TENA next meeting will be June 2012. **Cathy Lowe** will get all correspondence together for Clyde Richert, 911/County Attorney.

2. **At&t** Report for March 2012 - \$24,767.01 (down \$301.18 from February 2012).
3. **Homeland Security** – Bill Holt gave an update that at the next meeting there will be a presentation on Fat Pot (software that ties you together with other agencies) this will be at the Montgomery County meeting next week.
4. **Bruce Dean** - stated that the User Group had nominated Bill Holt to be the new Chairman of the User Group at their last meeting. Bruce brought the nomination up before the 911 Board to see if the board had any other nominations they would like to make. The entire board in attendance approved Bill Holt as Chairman of the User Group.
5. **User Group – Bill Holt**
  - A. **Bill Holt** presented that (19) repeaters would need to be replaced within the next few years, and that 911 should pay for these repeater's. At this time Bill Holt and the user group are asking that the 911 Board commit to replacing (1) tower, the Hillcrest site as soon as possible for the Special Opt. Teams. Bill Holt also stated that the total price for all (19) repeaters would be around \$120,000.00. The first one is the Back-up site. ***Motion was made by David Thompson to purchase digital repeater for back-up channel, this would be approximately \$6,170.15. Motion was seconded by Russell Gupton.***  
**Roll Call Vote: (7) Yes (2) Absent (2) Excused**
  - B. **David Thompson** suggested a 10-year plan for the board to review. David Thompson suggested deferring this back to the user group and research done for the 10 year plan.
  - C. **Bill Holt** presented the fact that Rob Black needed an IT Assistant, in case anything happened to him, someone else needed to know how to maintain the system other than himself. Bill Holt presented the starting salary of \$40,000.00 with benefits it would total \$ 55,740.00. ***David Thompson made the motion to go ahead and add figures to the next reading of the budget in June, to see if we can for sure budget the position. David suggested deferring to the next board meeting to be re-examined. Motion was seconded by Bill Holt.***  
**Roll Call Vote: (7) Yes (2) Absent (2) Excused**

**2012-05-07 Old Business**

1. **Bruce Dean** – Presented letter from the Comptroller’s Office confirming that the June 30, 2011 Audit had been reviewed and accepted as part of the public records of the State of Tennessee.

**(Letter dated May 01, 2012)**

2. **Cathy Lowe – 2012-2013 Budget (RCECD)**

**Cathy** presented the budget for all the board to review line by line. After the budget had been explained to all the board Cathy Lowe presented some new factors that would help with the 2012-2013 Budget year. Suggestions had been made by Mr. Jim Barnes, TECB Accounting. We could check with our auditors concerning the depreciation amount, if it could be raised from \$500.00 to a higher amount. Cathy Lowe also spoke with RC- Finance Director, Jody Stewart on how to make the monthly financial reports easier for the board to understand. Jody in turn also spoke with Auditor, Lisa McIntosh and the following suggestions were made:

1. Set up separate department for the expenses at the ECC (Dept. #58400)  
**Motion was made by Nancy Johnson to add the Dept. #58400 for the ECC expenses. Motion was seconded by Gwen Martin.** (All board members agreed).
2. Lisa McIntosh e-mailed Cathy Lowe concerning the Depreciation amount raised to \$7,000.00. She felt that this would be a safe figure for us to start using for the 2012-2013 – Budget-Depreciation. **Motion was made by Nancy Johnson to have the Finance Dept. correct the Depreciation value. Motion was seconded by Gwen Martin.** (All Board members agreed).
3. Budget – Cash Basis – Jody Stewart, Finance; Jim Barnes, TECB; Lisa McIntosh all agreed that our budget could be done on a cash basis so that the board members would get a truer picture of the actual expenses each month, also the county government operates this way. **Motion was made by Gwen Martin to have the Finance Office make the changes starting July 01, 2012 to have the RCECD-911 Budget prepared on a Cash Basis. Motion was seconded by Nancy Johnson.** (All Board members agreed).

Cathy Lowe also mentioned that the monthly balance sheet would reflect financial position of the district (to be updated one time per year (assets/depreciation)).

Budget 2012-2013 – All board members reviewed, questions answered. **Motion was made by Gwen Martin to accept the 2012-2013 Budget as presented. Motion was seconded by Nancy Johnson.**

Roll Call Vote: (7) Yes (2) Absent (2) Excused

**2012-05-08 New Business**

Nancy Johnson asked if the board would approve a 2.5% raise for the employees of the RCECD-District. **Motion was made by Nancy Johnson to approve a 2.5% raise for the RCECD-911 employees. Motion was seconded by Russell Gupton.**

**Adjourn-Motion by Nancy Johnson, seconded by Gwen Martin.**

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Gwen Martin, Secretary

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Bruce Dean, Vice-Chairman

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Cathy C. Lowe, 911/ Coordinator