

State of Tennessee

County of Robertson

Robertson County Emergency Communications District
E-911 Board Meeting – **October 22, 2013**

2013-10-01 Call to Order

Chairman, Kathy Spears called the regular scheduled meeting to order at 9:00 a.m. at the communications center located at 115-Pinnacle Dr., Springfield, TN. 37172

Roll Call

Board Members Present: Bruce Dean, Ron Gallagher, Russell Gupton, Bill Holt, Nancy Johnson, Gwen Martin, Kathy Spears, David Thompson.

Board Members Absent: R.L. Douglas, (excused/Nashville)

Others Present: Gerald Wakefield, Elvis Wilson, Lee Ann Smith, Robert Black, Joe Palmer, Michael Van Dyke, Jimmy Hamill, Jason Pentecost, Marty Spears, CTAS; Cathy Lowe.

2013-10-02 Minutes

The September 17, 2013 minutes being reviewed by the board. Motion was made by Gwen Martin to approve the 9-17-13 minutes as read. Motion was seconded by Russell Gupton.

Roll Call Vote: Yes -8 Absent – 1 Excused – 1

2013-10-03 Financial Statement

At this time Cathy Lowe presented the board with paperwork from the Robertson Co. Finance Office, to have the 911 Board amend the line items in the 2013-2014 Budget for the county dispatchers and their benefits. Motion was made by Bill Holt to approve the amendments for the following line items:

1. #54490-148-4003 – Salaries - \$403,600.00
2. #54490-169-4009 – Part-time salaries - \$55,000.00
3. #54490-187-4008 – Over-time - \$55,000.00
4. #54490-201-4101 – S.S. - \$32,000.00
5. #54490-204-4108 – RET. - \$55,000.00
6. #54490-205-4104 – Ins. Medical/Life - \$50,000.00
7. #54490-212-4102 – Medicare - \$7,400.00

Total of \$ 658,000.00

Motion was seconded by Russell Gupton.

Roll Call Vote: Yes – 8 Absent – 1 Excused – 1

Board members reviewing the September 2013 Financial Statement. Motion made by Bill Holt to approve the Financial Statement. Motion was seconded by Russell Gupton.

Roll Call Vote: Yes – 8 Absent – 1 Excused – 1

2013-10-04 Reports from Committee

Kathy Spears introduced Marty Spears with CTAS. Marty presented the 911 Board with an Organization Chart that the board requested for 911. He also presented a "Draft" copy of the 911 Director's Job Description. There were questions asked and also suggestions made by several board members. The 911 board would review all papers that were presented, if anyone had any changes or corrections they would submit to Marty Spears. The 911 board would hopefully make a decision on the approved job description by the next 911 board meeting in November.

Interim 911 Director, Jason Pentecost – Jason Pentecost had several items that needed to be approved from the last User Group meeting.

1. **Advanced Authentication** – Needed approval to purchase once been approved by TBI & FBI. The amount quoted was \$9,600.00 (our rate is \$4,800.00). Motion was made by Bill Holt to go ahead with purchase of advanced authentication w/approval of TBI & FBI. Motion seconded by David Thompson.

Roll Call Vote: Yes – 8 Absent – 1 Excused – 1

2. **Archonix – Enhancement**

Figure quoted to Jason was \$9,600.00 to rewrite software, (but since they are already or software vendor the fee would be \$4,800.00). Motion was made by Bill Holt to proceed with the enhancement in the amount of \$4,800.00. Motion was seconded by David Thompson.

Roll Call Vote: Yes – 8 Absent - 1 Excused – 1

3. **NAWAS Line**- This was never installed when the communications center opened. Jason stated that to install the line would be \$976.00 per year. Bill Holt made by motion to purchase the NAWAS line for dispatch at \$976.00 per year, (which should be Tier III, suggested by state). Motion was seconded by Russell Gupton.

Roll Call Vote: Yes – 8 Absent – 1 Excused – 1

4. **Computer Room – GIS Mapping** – Piece has been discontinued, we're holding off on this until we get closer to getting Comcast at the center.

5. **Comcast** – They are still working on site-plan.

6. **Grant Wakefield** – at the 911 Board meeting to introduce to the board an AFG Fire Grant that is available to Fire Departments and the EMS. The grant can be up to \$1,000,000.00. **Repeaters, Radios, and Portable Radios** can be purchased. Radios and Repeaters can be purchased for the Emergency Communications Center. Gerald reported that all information for the grant is not complete due to the government shutdown. Bill Holt mentioned that all the repeaters would be around \$120,000.00.

David Thompson stated he would like to have Gerald proceed with the Grant process.

2013-10-05 Old Business

Kathy Spears introduced Marty Spears who is with CTAS. He presented to the board an Organizational Chart and also a job description for 911 Director. David Thompson asked if we still would need the User Group as part of the chart, several board members had questions about the job description. Motion was made by David Thompson to proceed with job description, also work on advertising and the hiring process. Motion was seconded by Bill Holt. All board members agreed.

Cathy Lowe – also reported about the (2) drives off Kelton Jackson Rd. We still are waiting to hear from a few residents at this time. Cathy Lowe will keep the board updated of progress.

2013-11-06 New Business

Cathy Lowe to make a correction to the September 17, 2013 minutes. The correction is the date that David Thompson gave the board as Disaster Drill at North Crest, should be corrected to November 7, 2013.

Kathy Spears asked if anyone else had anything to present to the board at this time. Bill Holt asked Joe Palmer about the White House ESN that should come straight to Robertson County. Board members will try to help with this issue. Bill Holt also asked Russell how this affects EMS. It was mentioned that maybe some of the board members go see the Mayor of White House concerning this issue. Joe Palmer stated that all 911 calls go through the following steps:

1. Initial call goes to Sumner Sheriff
2. Then Sumner EMS
3. Then RCECC – (central)

Nancy Johnson asked for meeting to be adjourned. Gwen Martin seconded.

Next Meeting is November 19, 2013 @9:00 a.m. (same place)

Kathy Spears, Chairman

Gwen Martin, Secretary

Cathy Lowe, 911- Coordinator

CL:ccl

Cc: RCECD – Minutes Manual