

**Robertson County Emergency Communications District  
911 Board Meeting – Minutes December 10<sup>th</sup>, 2013**

**2013-12-01 Call to Order**

The regular scheduled meeting was moved from December 17, 2013 to December 10<sup>th</sup>, 2013. Kathy Spears, 911 Chairman called the meeting to order at 9:02 a.m. at 115 Pinnacle Dr.

**Roll Call – Board Members Present:**

Russell, Bill Holt, Kathy Spears, David Thompson.

Board Members Absent:

Bruce Dean, R.L. Douglas, Ron Gallagher, Nancy Johnson, Gwen Martin.

Others Present: Rob Black, Lisa McIntosh, 911 Auditor; Jimmy Hamill, Gerald Wakefield, Pat Brady, Rachel Tomlin, Clyde Richert, Cathy Lowe.

**2013-12-02 Minutes for November 19, 2013**

The November 2013 minutes were looked over and deferred to January 2014 meeting. There was not a quorum present to vote.

**Chairman, Kathy Spears** introduced Lisa McIntosh with Gillette, Henderson & Co., Auditors at this time to present the 2013 Audit. Lisa explained the audit report page to page. There was (1) Finding, concerning Fixed Assets. Lisa explained that 911 was an enterprise fund more than a government fund. Lisa explained that this needs to be clarification between the accounting office and the auditors, if this is done the finding would be removed. Bill Holt said this would be taken care of.

**2013-12-03 Financial Statement for November 30, 2013**

**The board deferred to the January 2014 meeting, not a quorum present to vote.**

**2013-12-04 Reports from Committees**

**User Group** – Bill Holt, nothing at this time

**911 Director** – Jason Pentecost, absent (no updates)

At&t - October 2013 - \$18,780.50 (less 280.35 from September 2013)

Homeland Security – no updates

**2013-12-05 Old Business**

**Fire Grant – Gerald Wakefield** – Gerald stated to the board that the Rural Fire Grant was submitted on December 06, 2013 in the amount of \$971,363.00, the matching % would be 10% at \$97,136.00 (911) would match this. Gerald presented to the 911 board some statistics that were required on the application. Gerald explained also that we may not want to jump into the NXDN right away.

**911-Director, Job Description – Terry Hazard, Marty Spears w/CTAS; Rex Barton W/MTAS was on conference call.**

NOTE: Let the minutes reflect that Ms. Gwen Martin arrived at 9:43 a.m.

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**Kathy Spears** stated that the County has put in \$75,000.00 for the 911 Director's position. Bill Holt, David Thompson Russell Gupton, Gwen and Kathy had questions for Terry, Marty & Rex. Kathy Spears had asked about the 911 Addressing Dept. (would it actually answer to the 911-Director. Yes, the 911-Addressing Office will be under the 911 Director.

Cathy Lowe will put 911-Director job description and benefits on the 911 web-site, also with TENA, NENA, APCO, Tennessean & Robertson Co. Times.

**Gerald Wakefield** mentioned it could also be posted on Fire House web-site.

Terry, Marty and Rex filled in the blanks on the process of receiving the resumes, sorting thru resumes, doing actual assessment (MTAS & CTAS will do this).

Assessment team will be trained before actual interviewing is done. They will try for (5) resumes. The 911 board agreed to do the Assessment Test at \$150.00 a person.

Background checks and references will be done after (5) are picked.

Cathy Lowe will e-mail all resumes to Terry, Rex and Marty as they are received.

**2013-12-06      New Business**

**N/A**

**Meeting Adjourned**

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**Chairman, Kathy Spears**

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**Secretary, Gwen Martin**

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**911-Coordinator, Cathy C. Lowe**