

**Robertson County emergency Communications District
911 Board Meeting – Minutes of June 17, 2014**

2014-06-01 Call to Order

The Vice-Chairman, Bruce Dean called the regular scheduled meeting to order at 9:00 a.m. at the Emergency Communications Center.

2014-06-02 Roll Call

911 Board Members Present: Bruce Dean, R.L. Douglas, Ron Gallagher, Russell Gupton, Bill Holt, Nancy Johnson, David Thompson.

911 Board Members Absent: Gwen Martin (be late), Kathy Spears, (sick)
Others Present: Kenny Hardaway, Joe Palmer, Jerry Herman, Pat Brady, Michael Van Dyke, Robert Black, Rachel Tomlin, Jimmy Hamill, Jason Pentecost, Hope Petersen, Cathy Lowe.

2014-06-03 Recognize Visitors

2014-06-04 Minutes of May 20th, 2014

The May 20th, 2014 minutes are being reviewed by the 911 board members. Motion was made by Bill Holt to approve the minutes at this time. Motion was seconded by Russell Gupton.

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

2014-06-05 Financial Statement for May 31st, 2014

V. Chairman, Bruce Dean asked all board members to review the May 31st, 2014 financial statement. 911 Director, Hope Petersen presented all the amendments that needed to be made to the line items in the 2013-2014 Budget. Motion was made by David Thompson to approve the May 2014 financial statement and to make the amendments to the 2013-2014 Budget to close out the fiscal year ending June 30, 2014. Motion was seconded by Nancy Johnson.

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

Amendments to 2013-2014 Budget were as follows:

#54490-#148-4003 (Full-Time Dispatchers take \$28,750.00 from this line item and Put into #54490-101-Director, Hope Petersen the amount of \$ 6,750.00

Put into #54490- 205-4104 (Insurance/Dispatchers \$ 22,000.00

Total of \$ 28,750.00

#54490-307-4227 - Communication line item, take \$ 2,025.00 and put

Into #435-4301-Office Supplies the amount of \$ 400.00

Into #599-4499,5205-Other Charges amount of \$ 200.00

Into #599-402-4402 - Brd. Meeting Expenses \$ 1,300.00

Into #302-4202-4415-Advertising amount of \$ 125.00

Total of \$ 2,025.00

#54490-196-4010-Dispatcher Training take \$720.00
Put into: #58400-524-4418 - Staff Development the \$720.00

Take \$2,350.00 from Line Item #58400-307-4227 - Communications and
Put into: #317-4209-Data Processing the amount of \$500.00
Put into #359-4399-Disposal the amount of \$ 220.00
Put into #499-4399-Other Supplies amount of \$ 50.00
Put into # 599-5205, 4499 - Other Charges \$1,580.00
Total **\$ 2,350.00**

2014-06-06 Reports from Other Committees

Vice-Chairman - Bruce Dean asked if anyone had any updates on Homeland Security. **David Thompson** again mentioned the (cost free) training that would be starting soon with the Sheriff's Office and SPD.

Bill Holt - explained that the 7th region district will all be going digital. We are the last county within the 7th region to have the process complete for becoming digital. Robertson County will be looking more towards the beginning of December 2014.

NOTE: Let the minutes of June 17, 2014 reflect that Board Member, Gwen Martin arrived at 9:05 a.m.

Advisory Board - Bill Holt

1. **Digital - Radios** within the county
2. **New World** - We are looking at changing over to New World Software. (problems arise daily from Archonix Software that we presently have).

911-Director, Hope Petersen

1. **At&t** Report for April 2014 (\$17, 336.52)
2. **Lawn Care Bid** the next (3) years was given to Payless Landscaping & Lawn Care (who we presently use)
3. **911 - Addressing Policy** - 911 Director, Hope Petersen will work up a Policy for the addressing office to put in force while updating and correcting address's within Robertson County. David Thompson suggested having a better process to follow when correcting these addresses and establishing new addresses. Hope then stated we need a policy to enforce a set standard for addressing the entire county.
4. **Comcast** - Hope informed the 911 board that we are still waiting on a deadline for completion.

5. **NAWAS** - This NAWAS line will be upgraded by TEMA on June 23rd, 2014 at 9:00 a.m. This was approved to be installed around October 2013.
6. **Cintas** - Hope asking the board not to renew the contract. She explained why and that several other department heads have not renewed their contracts. All board members agreed to discontinue the CINTAS first aid cabinet.

911 Director - Hope Petersen stated to the 911 Board that the Staff Analysis is Complete.

She mentioned several steps that need to be addressed:

- a. We need to move the scheduling to a need basis (where call volume is more or less)
- b. One radio has 70% call volume for the day, need to move work load so all dispatchers duties are more balanced.

David Thompson asked about when the EMD has been initiated, if the extra time per call had been considered. Hope stated she has the EMD also in her staff analysis report.

2014-06-07 Old Business
N/A

2014-06-08 New Business
N/A

2014-06-09 Adjournment

Vice-Chairman, Bruce Dean asked for a motion to adjourn, so moved by David Thompson, seconded by Bill Holt.

Bruce Dean,
RCECD, Vice-Chairman

Gwen Martin,
Secretary-Treasurer

Cathy C. Lowe,
911-Coordinator/Manager