

**Meeting Minutes of February 16, 2016**

**2016-02-01 Call to Order**

The regular scheduled meeting was called to order by the Chairman, Kathy Spears at 9:03 a.m.

**2016-02-02 Roll Call**

J. Ayres – Absent (excused sent e-mail)	<b>B. Dean – Present</b>
R.L. Douglas – Absent (excused sick)	<b>R. Gupton – Present</b>
<b>B. Holt – Present</b>	<b>N. Johnson – Present</b>
<b>G. Martin – Present</b>	<b>D. Thompson – Present</b>
<b>K. Spears - Present</b>	

**Present – 7      Absent – 2      Excused – 2**

**Others Present:** Michael Van Dyke, Hope Petersen, Cathy Lowe.

**2016-02-03 Meeting Agenda Approved**

**2016-02-04 Recognition of Visitors**

**2016-02-05 Review Minutes of December 15, 2016**

Chairman, Kathy Spears asked all board members to review the minutes for 12-15-15. Motion was made by Gwen Martin to approve the 12-15-15 minutes as read. Motion was seconded by Russell Gupton.

<b>Roll Call Vote:</b> J. Ayres – Absent	<b>B. Dean – Yes</b>
R. L. Douglas, Absent	<b>B. Holt - Yes</b>
<b>R. Gupton – Yes</b>	<b>N. Johnson – Yes</b>
<b>G. Martin – Yes</b>	<b>K. Spears – Yes</b>
<b>D. Thompson – Yes</b>	

**Vote of: 7-Yes      Absent – 2      Excused – 2**

**2016-02-06 Financial Report for December 2015**

Chairman, Kathy Spears asked all board members to review the December 2015 Financial Report at this time. David Thompson made the motion to approve the December 2015 Financial Statement. Motion was seconded by Bruce Dean.

<b>Roll Call Vote:</b> J. Ayres – Absent	<b>B. Dean – Yes</b>
R. L. Douglas, Absent	<b>B. Holt – Yes</b>
<b>R. Gupton – Yes</b>	<b>N. Johnson - Yes</b>
<b>G. Martin – Yes</b>	<b>K. Spears – Yes</b>
<b>D. Thompson – Yes</b>	

**Vote of: 7-Yes      Absent – 2      Excused – 2**

Con't

## 2. Financial Statement of January 31, 2016.

The January 2016 Financial Statement being reviewed for approval by the board. David Thompson asked about the line items in the negative. 911 Director, Hope Petersen stated she would explain in her committee report. Motion was made by David Thompson to approve the 01-2016 Financial Statement. Motion was seconded by Gwen Martin.

**Roll Call Vote:** J. Ayres – Absent

R. L. Douglas, Absent

**B. Holt – Yes**

**G. Martin – Yes**

**K. Spears – Yes**

**B. Dean – Yes**

**R. Gupton – Yes**

**N. Johnson – Yes**

**D. Thompson – Yes**

**Vote of: 7-Yes      2-Absent      2- Excused**

### 2016-02-07      Reports from Committees

#### 1. PSAB – Bill Holt

**Sheriff Holt** mentioned that the Advisory board met and had a good meeting. He stated all good.

#### 2. 911-Director, Hope Petersen

**Hope Petersen gave updates from December 2015 Minutes.**

**Hope** stated that the \$15,584.00 that the district received from TECB will be used for amendments to correct the over-time line items next month.

**B. Hope** mentioned that Ashley McAnulty was to be here today, but we have not yet received the 'DRAFT' copy of the 2016 Audit. Ashley will be here at the March 2016 board meeting.

**C. Also Lisa McIntosh** will be here to present the 2016 Audit.

**D. Hope** gave the board an update on the Policies & Procedures. **Hope** first asked the board if she needs to present the Polices & Procedures to the board first or just implement them to dispatchers? **Hope** asked if she had the authority to do so. **David Thompson** stated he would like them to be sent out electronically by e-mail to all board members to review. **Bill Holt** said the Policies and Procedures need to be approved in a motion. All Board members agree with David and Bill's comments. **Kathy Spears** mentioned we all need to have a copy to review in case questions are asked. **Hope** said there are some that need to be implemented as soon as possible such as Operational Policies.

Con't.

2016-02-08 Old Business

N/A

2016-02-09 New Business

1. **Kathy Spears** mentioned that New Officers need to be approved today. **Kathy** asked all board members if any corrections need to be made. Bruce Dean stated that he would step down as Vice-Chair, he just wanted the board to be aware that he may not always be able to chair when Kathy Spears calls, same with Gwen Martin as Secretary & Treasurer. Kathy asked if Ms. Gwen if she is still o.k. with these positions. Mrs. Gwen responded Yes. David Thompson made the motion to keep officers as they were.  
Motion was seconded by Nancy Johnson.

**2016 Officers: Chairman, Kathy Spears**  
**Vice-Chair, Bruce Dean**  
**Sec., Treas., Gwen Martin**

**Roll Call Vote:** J. Ayres – Absent                      **B. Dean – Yes**  
R.L. Douglas, Absent                      **R. Gupton – Yes**  
**B. Holt – Yes**                                      **N. Johnson – Yes**  
**G. Martin – Yes**                                  **D. Thompson, Yes**  
**K. Spears – Yes**  
**Vote of:    7- Yes            2- Absent            2- Excused**

2016-02-10 Next Meeting Date

**Next Meeting Date: March 15, 2016 (@9:00 a.m., same place)**

2016-02-11 Adjourn

**Nancy Johnson** made the motion to adjourn. Motion seconded by David Thompson. Meeting adjourned.

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**Chairman, Kathy Spears**

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**Secretary, Gwen Martin**

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Cathy C. Lowe,  
**RCECD-911 Addressing**  
**Coordinator/Manager**