

**Robertson County Emergency Communications District (E-911)**

**Minutes of July 19<sup>th</sup>, 2016**

**2016-07-01 Call to Order**

The regular scheduled meeting was called to order by the Chairman, Kathy Spears at 9:00 a.m. at the 911 Center located at 115-Pinnacle Dr., Springfield, TN. 37172.

**Roll Call – By Cathy Lowe**

**Board Members Present:** J. Ayres–( Resigned)  
R. L. Douglas  
B. Holt – Present  
G. Martin – Present  
K. Spears – Present

B. Dean – Present  
R. Gupton – Present  
N. Johnson – Present  
D. Thompson – Present

**Roll Call - Present: (9) Absent – (0)**

**Others Present:** Pat Brady. Kenny Hardaway, Hope Petersen, Cathy Lowe.

**2016-07-02 Recognize Visitors**

Chairman, Kathy Spears recognized and welcomed all visitors present. Bill Holt mentioned that Mr. Jim Ring with White House Police Department had been appointed to the 911 Board by the Robertson County Nominating Committee at last night’s County Commission meeting. All welcomed Jim to the board.

**2016-07-03 Approve Agenda**

**2016-07-04 Approve Minutes of June 21, 2016**

Kathy Spears asked all board members present to review the minutes of June 21, 2016. Motion was made by Bill Holt to accept the minutes as reviewed. Motion was seconded by R. L. Douglas.

**Roll Call Vote:** B. Dean – Yes  
R. Gupton – Yes  
N. Johnson – Yes  
J. Ring – Yes  
K. Spears – Yes

R. L. Douglas – Yes  
B. Holt – Yes  
G. Martin – Yes  
D. Thompson – Yes

**Vote Of: (9) Yes (0) Absent**

## **2016-07-04 Approve June 30, 2016- Financial Statement**

**Note: 911 Board members asked Cathy Lowe to check & see if Sheila, 911-Acct. could number the pages of the financial statement each month.**

Kathy Spears asked all board members to review the June 30, 2016 Financial Statement at this time. Motion made by Nancy Johnson to accept the June 30, 2016 Financial Statement. Motion seconded by Russell Gupton.

**Roll Call Vote:**

<b>B. Dean – Yes</b>	<b>R. L. Douglas – Yes</b>
<b>R. Gupton – Yes</b>	<b>B. Holt – Yes</b>
<b>N. Johnson – Yes</b>	<b>G. Martin – Yes</b>
<b>J. Ring – Yes</b>	<b>D. Thompson – Yes</b>
<b>K. Spears – Yes</b>	

**Vote Of:       (9) Yes       (0) Absent**

## **2016-07-05 Reports from Committees**

### **1. PSAB – Bill Holt**

Bill Holt mentioned the Stress Debriefing on the Criminal Investigation this past Wednesday. This involved Sheriff's Office and 911 Dispatchers. All went very well .

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

A. **Budget 2015-2016** – Hope received a letter from the TECB-Curtis Sutton. He stated we are considered to be an “At Risk District. Hope stated she has had several phone conversations with Robert McLeod regarding this. Hope said the TECB could enforce Policy #6 (means if a district has 2 - audits with a net position decrease).

**Bill Holt** suggested sending a letter to Curtis Sutton explaining where we are with this. Bill Holt wants this done before Robert McLeod with TECB comes to one of our board meetings.

#### **B. New Law – 911 Districts**

Hope stated that we have written Internal Control at this time. Hope said this will apply to all districts. Hope reported she has written all Control Policies.

C. **Interlocal Agreement** – Hope stated that the Interlocal Agreement has been signed by all parties. David Thompson asked if a copy could be sent to all board members.

**Bill Holt** asked about the 2016 Audit. Hope stated that the auditor has to be in compliance by December 31, 2016. David Thompson wants a deadline from Lisa McIntosh in writing for our files.

2016-07-06      **Old Business**

Kathy Spears expressed her and the board's sympathy to Nancy Johnson in the loss of her mother.

Kathy Spears and Cathy Lowe asked all board members to help with replenishing the petty cash fund for future expenses.

**2016-07-07      New Business**

None

**2016-07-08      Adjournment**

Adjourn by Nancy Johnson, so move by Bill Holt.

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911- Chairman, Kathy Spears

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Treasurer, Gwen Martin

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911-Coordinator, Cathy Lowe