

Robertson County Emergency Communications District (E-911)

Minutes of May 16, 2017 911 Board Meeting

2017-05-01 Call to Order

Meeting called to order by the Chairman, Kathy Spears at 9:00 a.m. at the Springfield-Robertson County ECC.

Roll Call: B. Dean - Present	R. L. Douglas - Present
R. Gupton - Absent	B. Holt - Present
N. Johnson - Present	G. Martin - Absent (@ Dr.)
J. Ring - Present	D. Thompson - Present
K. Spears - Present	
Present (7)	Absent (2) Excused (2)

2017-05-02 Minutes of March 21, 2017

Minutes of March 21, 2017 being reviewed by all board members. Motion was made by R. L. Douglas to accept the March 21, 2017 minutes as reviewed. Motion was seconded by Bruce Dean.

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

2017-05-03 March 2017 Financial Statement

Chairman, Kathy Spears asked all board members to review the March 2017 Financial Statement as presented by the Robertson County Finance Office. Motion was made by R. L. Douglas to accept the March 2017 Financial Statement. Motion was seconded by Bruce Dean.

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

NOTE: Please let the minutes reflect that Board Member, Russell Gupton arrived at 9:07 a.m. (just after the March 2017 Financial Statement had been voted on) C.Lowe

2017-05-03 April 2017 Financial Statement

Chairman, Kathy Spears asked all board members present to review the April 2017 Financial Statement as well. Motion was made by Bruce Dean to accept the April Financial Statement as presented by the Robertson County Finance Office. Motion was seconded by Nancy Johnson.

Roll Call Vote: B. Dean - Yes R. L. Douglas - Yes
R. Gupton - Yes B. Holt - Yes
N. Johnson - Yes G. Martin - Absent
J. Ring - Yes D. Thompson - Yes
K. Spears - Yes
Vote Of: (8) Yes (1) Absent (1) Excused

2017-05-04 Reports from Committees

1. PSAB - Bill Holt

Bill Holt said we are underway with the planning for the eclipse.

1st meeting will be June 07, 2017 here at ECC with Police Chiefs, Fire Chiefs and EMS.

2nd meeting will be June 14, 2017 here at ECC with City Mayors, City Administrators, Chamber of Commerce, School Representatives, TDOT, ETC.

2. 911 Director, Hope Petersen

a. Hope presented amendments to be made to the 2016-2017 Budget.

Expenses:

Take \$1,000.00 from Line Item #337-4334 (Maint./Repair-Office Equipment)

Take \$1,640.00 from Line Item #196-4418 (Dispatch Supervisor In-Service

Transfer to Line Item #101-4001 (Salary-Director)

Take \$75,000.00 from Line Item #148-4004 (Salaries-Full Time Dispatchers)

Transfer to Line Item #187-4008 (Over-Time Pay)

Take \$25,000.00 from Line Item #169-4009 (Salaries Part-Time Dispatchers)

Transfer to Line Item #187-4008 (Over-Time Pay Dispatch Supervisors)

Take \$45.00 from Line Item #499-4399 (Other Supplies and Materials)

Transfer to Line Item #599-4499 (Other Charges)

Take \$250.00 from Line Item #302-4415 (Public Education)

Transfer to Line Item #322-4406 (Employee Testing and Exams)

Motion was made by Bill Holt to approve the amendment corrections to be made to the 2016-2017 Budget. Motion was seconded by David Thompson.

Roll Call Vote: B. Dean - Yes R. L. Douglas - Yes
 R. Gupton - Yes B. Holt - Yes
 N. Johnson - Yes G. Martin - Absent
 J. Ring - Yes D. Thompson - Yes
 K. Spears - Yes
 Vote Of: (8) Yes (1) Absent (1) Excused

- b. **Hope** told the 911 board that we are (2) dispatchers down, we have selected (2) applications, they have tested and Michael Van Dyke will start on the back ground checks.
- c. **Lawn Mower Bids**
No Response, we did not receive any bids.
Cathy and Denny Lowe will mow this week.
Hope will get with Jason at SPD to see who they have doing theirs.
- d. **2016-Audit**
All Board members received a Completed hard copy of the 2016 Audit.
- e. **2017-2018 Budget Reading**
Hope presented the complete 2017-2018 Budget to all board members present.
 - 1. Hope asked for a 2% C.O. L. across the board.
 - 2. Hope asked for a Training Coordinator position (She emphasized the she is trying to move towards EMD. A training coordinator will manage the EMD. David Thompson asked where she was with the Policies and Procedures. Hope stated still working on them. Jim Ring asked if last page of the 2017-2018 Budget reflects all that Hope has asked for. Hope stated yes. David Thompson said he would like to see the basics in line first with good CTO in place (policies and procedures). Bill Holt asked about the drop down boxes. Hope stated we are working and interfacing with Southern Software with this. R. L. Douglas agreeing to position, but stated there are intractions in dispatch that needs to be resolved. David Thompson said we are all supportive but we expect to see improvements in dispatch. Kathy Spears asked about the Directors salary. David Thompson suggested that Kathy set up a committee of 1-2 board members to look at the Director's salary.

Kathy asked Russell Gupton, Bruce Dean. Bill Holt made the suggestion to give the Director a 2% C.O.L. as well. Motion was made by Bill Holt to give the 911-Director a 2% C.O. L. increase. Motion was seconded by Russell Gupton.

Roll Call Vote: B. Dean - Yes R. L. Douglas - Yes
 R. Gupton - Yes B. Holt - Yes
 N. Johnson - Yes G. Martin - Absent
 J. Ring - Yes D. Thompson - Yes
 K. Spears - Yes

Vote Of: (8) Yes (1) Absent (1) Excused

Note: Motion made at this time to accept the 2017-2018 Budget (with the acceptance of adding the 2% C.O.L. for the 911 Director. Motion was seconded by Nancy Johnson.

Roll Call Vote: B. Dean - Yes R. L. Douglas - Yes
 R. Gupton - Yes B. Holt - Yes
 N. Johnson - Yes G. Martin - Absent
 J. Ring - Yes D. Thompson - Yes
 K. Spears - Yes

Vote Of: (8) Yes (1) Absent (1) Excused

f. Interlocal Agreement - (Robertson Co., Springfield, White House)

Hope mentioned that the Interlocal Agreement had to be redone with the new % amounts added for Robertson County, White House and Springfield. Hope mentioned this is done annually and it will expire June 30, 2017.

The figures are: Robertson County - \$930,051.36

Springfield - \$329,095.08

White House - \$171,701.78

Hope mentioned that she has already given all the information to Clyde Richert to get completed.

Motion made by Bruce Dean to update the Inter-Local Agreement with Robertson Co., White House, Springfield. Motion was seconded by Nancy Johnson.

Roll Call Vote: B. Dean - Yes R. L. Douglas - Yes
 R. Gupton - Yes B. Holt - Yes
 N. Johnson - Yes G. Martin - Absent
 J. Ring - Yes D. Thompson - Yes
 K. Spears - Yes

Vote Of: (8) Yes (1) Absent (1) Excused

- g. Hope leaving on vacation for a week will be back in the office on May 30, 2017.

2017-05-05 Adjourn
Meeting adjourned at around 10:25 a.m.

Chairman, Kathy Spears

Secretary-Treasurer, Gwen Martin

911-Addressing Coordinator, Cathy Lowe