

Robertson County Emergency Communications District (E-911)

Minutes of January 23, 2018

2018-01-01 Call to Order

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

2018-01-02 Roll Call

Board Members Present: B. Dean- Present	R. L. Douglas – Present
R. Gupton – Absent	B. Holt- Present
N. Johnson – Present	G. Martin – Present
J. Ring - Present	K. Spears – Present

Note: County Commission has not replaced David Thompson’s position yet.

Others Present: Jason Head, SPD – Michael Van Dyke, RCSD – Hope Petersen, Cathy Lowe.

2018-01-03 Recognize Visitors

Chairman-Kathy Spears recognized Mr. Bob Adams, with Blankenship CPA Group, PLLC. Mr. Adams presented the 2017 Audit to the 911 Board.

Bill Holt asked about the amount of unencumbered funds. Mr. Adams reviewed this amount on page 6 of the audit. He also stated that these funds were unrestricted.

No Findings for the 2017-Audit.

Motion was made by Bruce Dean to accept the 2017-Audit as reviewed. Motion was seconded by Jim Ring.

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

2018-01-04 Minutes of October 17, 2017

Chairman, Kathy Spears asked all present to look over the October 17, 2017 minutes for approval.

Motion made by Bill Holt made the motion to accept the minutes as read. Motion was seconded by Gwen Martin.

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

2018-01-05 Financial Statement “October 2017”

Chairman, Kathy Spears asked all to review the October 2017 Financial Statement.

Jim Ring asked about all the over-time pay being so much. Hope said we are 1 position down, and we have people out sick, (shorthanded).

Motion was made by Bill Holt to accept the October 2017 Financial Statement. Motion was seconded by Nancy Johnson.

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

2018-01-05 Financial Statement “November 2017”

Chairman, Kathy Spears asked all to review the November 2017 Financial Statement. **Motion was made by Bruce Dean to accept the November 2017 financial statement as review.**

Motion was seconded by Jim Ring.

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

2018-01-05 Financial Statement “December 2017”

Chairman, Kathy Spears asked all to review the December 2017 financial statement. **Motion was made by R. L. Douglas to accept the December 2017 financial statement as reviewed.**

Motion was seconded by Bruce Dean.

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

2018-01-06 Reports from Committees

1. PSAB – Bill Holt (nothing at this time)
2. 911 Director-Hope Petersen
 - a. Budget Amendment – We received \$39,741.00 from the TECB.
 - b. We also received 1,631.00 from Gov. Deals. (old merchandise sales)

Note: At this time Bill Holt asked why not put these funds into savings. Hope responded by saying she spoke in the past with Jody Stewart and Sheila Tillman and they made the decision to correct the line items that are over thru- out the year. These funds will be used to correct line item overage for over-time. **Motion made by Bruce Dean to amend the budget item.**

(Attached w/minutes)

Motion was seconded by Gwen Martin.

Roll Call Vote: B. Dean – Yes
R. Gupton – Absent
R. L. Douglas – Yes
B. Holt – Yes

N. Johnson – Yes	G. Martin – Yes
J. Ring – Yes	K. Spears – Yes
Vote Of: (7) Yes (2) Absent	(2) – Excused

c. CD @Reliant Bank – Hope called Ms. Gwen on this CD#63842 in the amount of \$220,046.75 it was renewed for 1 year at 1.25%. The new # id CD#26039.....

Motion made by Nancy Johnson to approve the renewal of CD#63842.....

Motion seconded by R. L. Douglas.

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

Vote Of: (7) Yes (2) Absent (2) Excused

d. Policies – Operations – Hope said she had most of the policies and operations for consistency with all agencies. We are moving forward. Kathy Spears asked if all this has been written up. Hope said yes they will be. Bruce Dean asked if all policies that are finished are already in use now. Hope said absolutely.

e. Call-taking guide/Dispatchers – Hope said she was finishing this up now. Jim Ring asked about the 10-codes (we all need to be on same page) Hope said these were all done and sent out.

f. Montgomery Co.- last month Montgomery’s lines failed (they all rolled over to Robertson Dispatch). Once this happened they notified Montgomery Co. they were having a server issue, Greer fixed it.

Hope told all the board present that our back-ups are: Montgomery County & Dickson County

g. Hope mentioned that an electrician was here today, minor issues, complaint was made by an employee to TOSHA, that light bulb has been out in back hallway for months.

Hope stated that R. L. Douglas has been here and the State Fire Marshall.

1. Mechanical room is not a storage room (have to remove what they asked us to)
2. Robert Black will be moved to the Security area in the front room in order to make his old office a storage area. Bill Holt asked if there was a process to express complaints of any kind from employees, making sure employees have this information.

Note: At this time Hope Petersen “thanked the SPD & RCSO” for transporting the dispatchers to and from work while we had the ice and snow.

Hope Petersen gave an update on Robert Blacks condition at this time.

2018-01-07 Old Business

911-Addressing – R. L. stated that all addresses should be in stone. **(No EXCEPTIONS).**

Hope and Cathy will work up draft for next meeting. Other board members mentioned that they thought this had already been settled in past years. Hope Petersen and Cathy Lowe said they have reviewed the minutes and it had not been voted on.

Bill Holt stated that the Robertson County Commission signed off on Robertson County taking the Sumner County-White House city ESN-052. Robertson County will be giving up Portland City and Millersville City to Sumner County.

These corrections are to be complete and implemented by August 01, 2018.

Hope will also get with EMA – Director, R. L. Douglas on the Robertson/Sumner issue.

2018-01-08 New Business
N/A

2018-01-09 Adjournment

Motion made to adjourn by R. L. Douglas. Motions seconded by Jim Ring.....

Chairman, Kathy Spears

Secretary, Gwen Martin

Cathy C. Lowe
RCECD-911 Coordinator/Mgr.