

Robertson County Emergency Communications District (E-911) Board Minutes

January 15, 2019

2019-01-01 Call to Order

The regular scheduled 911 board meeting was called to order by the Chairman, Bruce Dean @ 8:59 a.m. location 115-Pinnacle Dr.

Roll Call by Cathy Lowe

Board Members Present & Absent:

R. L. Douglas – Present

Jason Head – Present

Nancy Johnson – Present

Gwen Martin – Absent (out/surgery)

Jim Ring – Present

Faye Stubblefield – Present

Michael Van Dyke – Present

Russell Gupton – Present

Bruce Dean – Present

(8) Present (1) Absent (1) Excused

Others Present: Co. Mayor, Billy Vogle – Auditor, Bob Adams – Rico Bryson - Chad Gregory – Richard Head – Hope Petersen – Cathy Lowe.

2019-01-02 Recognize Visitors

At this time Board chair, Bruce dean recognized Mr. Bob Adams w/Blankenship CPA Group to present the 2017 Audit for 911. Mr. Adams reviewed the 2017 Audit with all present. Mr. Adams also stated that the records kept by the accountants were very clean and the county finance department was very helpful in every way. Motion was made by Russell Gupton to accept the 2017 Audit as presented. Motion was seconded by Nancy Johnson.

Roll Call Vote:

R. L. Douglas – Yes

Jason Head – Yes

Nancy Johnson – Yes

Gwen Martin – Absent

Jim Ring – Yes

Faye Stubblefield – Yes

Michael Van Dyke – Yes

Russell Gupton – Yes

Bruce Dean – Yes

Vote OF (8) – Yes (1) – Absent (1) Excused

2019-01-03 Minutes of December 18, 2018

Bruce Dean asked all board members to review the 12-18-18 minutes at this time. Motion was made by Michael Van Dyke to approve the minutes as reviewed. Motion seconded by Jim Ring. No question, all in favor said I. Motion Carried.

2019-01-04 Financial Report for December 31, 2018

Bruce Dean asked all board members to review the Financial Report for December 31<sup>st</sup>, 2018. Motion made by Faye Stubblefield to approve the 12-31-18 Financial Report at this time. Motion was seconded by Russell Gupton.

Roll Call Vote: R. L. Douglas – Yes

Jason Head – Yes

Nancy Johnson – Yes

Gwen Martin – Absent

*Jim Ring – Yes*

*Michael Van Dyke – Yes*

*Bruce Dean – Yes*

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

*Faye Stubblefield – Yes*

*Russell Gupton – Yes*

**2019-01-05 Reports from Committees**

**1. 911 Director – Hope Petersen**

- a. **December Financial Report** – Hope explained that amendment have not been done because she and Sheila , Acct. talked about waiting until insurance issues were all complete and then do all amendments at one time. The final payment for insurance recovery was \$11,253.62 in January 2019. This is not reflected on report. Per Hope Petersen there are still (2) invoices to be received.
- b. **Contract w/Greer** – Hope getting copies to the Mayors within the County.
- c. **Dispatch Chairs** - (2) sample chairs are coming within the next week or so. Dispatchers will try them out and decide which is best before actual purchase is made.
- d. **Mapping Plotter** – Hope purchased the mapping plotter for 911 Addressing Office for \$4,401.00, it's installed up and running.
- e. **IT-Position** – Robert Black last day will be January 24, 2019. Hope said to the board when Rob was hired there was not a pay plan in place for the IT-position. Hope has researched and spoke with Jody Stewart about the It-position with the county. Jody stated that he does work for all the county offices. Also Hope asked Sheriff, Michael Van Dyke about their IT-position. Hope has also reached out to TENA to get information from similar counties, she will get and present at next board meeting. Jason Head suggested we need to have a pay-scale in place before we advertize position. Russell Gupton agreed and stated to get all information together and bring to the next board meeting in February 2019. Mayor, Billy Vogle agreed Chet Biggers could step in when needed. Sheriff, Michael Van Dyke also said that Jason Putnam could help as well.
- f. **Hope asked the 911 Board for another Supervisor positions**, that will make (4) Supervisors. Jason Head agreed all shifts should have a supervisor. Bruce Dean asked how much money for position. Hope stated a 7% increase for the position. Approximate \$1,000.00 increase at (7%). Jason Head made the motion to approve another Supervisor position at a 7% increase. Motion was seconded by Michael Van Dyke.

*Roll Call Vote: R. L. Douglas – Yes*

*Nancy Johnson – Yes*

*Jim Ring – Yes*

*Michael Van Dyke – Yes*

*Bruce Dean - Yes*

*Jason Head – Yes*

*Gwen Martin – Absent*

*Faye Stubblefield – Yes*

*Russell Gupton – Yes*

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

2019-01-06 Old Business  
N/A

2019-01-07 New Business

Faye Stubblefield mentioned that the County Nominating Committee met on Jan. 14, 2019 and the 911 Board has (3) positions to be renewed this month. Faye asked if the (3) board members still wanted to remain on the board. She stated that there needs to be Fire representation on the board as well. She asked if another member could be added to the board. Hope said she would check on this. Hope also read the Resolution to the board, which stated we originated with a 7 member board, then (2) Law Enforcement members were added and that each board member was to represent (2) County Districts. Hope will research and bring back to board.

Nancy Johnson asked about the Policies and Procedures, if they were complete. Hope mentioned she had spoken with Bruce Dean and that she was not sure if all needed to be presented to the board. Michael Van Dyke said that the day to day Operational Policies do not need to come before the board. All the board agreed we need to have a separate Personnel Policies for the RCECD-(911) District to be brought before the 911 Board for approval, the board stated the 911 District should create it's own Personnel Policy separate from Robertson County Government. Nancy Johnson made the motion to have RCECD-911 Personnel Policies written for the District and bring before the 911 Board for approval. Motion seconded by Faye Stubblefield. All in Favor, Motion Carried.

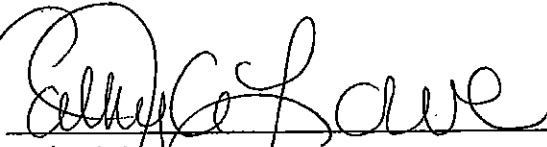
2019-01-08 Adjournment  
Meeting was adjourned at 9:25 a.m.



Chairman, Bruce Dean



Secretary-Treasurer, Gwen Martin



Cathy C. Lowe  
RCECD-911 Addressing Coordinator/Mgr.