**State of Tennessee County of Robertson**

 Robertson County Emergency Communications District (E-911)

Minutes of April 16, 2019

**2019-04-01 Call to Order**

911 Board Meeting was called to order by the Chairman, Bruce Dean at 9:00 a.m. at the Springfield-Robertson County ECC.

**Roll Call** – By: Cathy Lowe

Board Members Present: R. L. Douglas – Absent (excused)

Jason Head – Present Nancy Johnson – Present

Gwen Martin – Absent (excused) Jim Ring – Present

Faye Stubblefield – Present Michael Van Dyke – Present

Russell Gupton – Present Bruce Dean – Present

 (7) Present (2) Absent (2) Excused

**Others Present**: Madison Burnett-Jimmy Hamill-Richard Head- Jeff Perigo - Chad Gregory - Mayor, Billy Vogle, Stacey Sykes and daughter.

**2019-04-02 Approve Meeting Agenda**

**2019-04-02 Recognize Visitors**

Bruce introduced our guest at this time, Jeff Perigo w/Perigo Communications and Stacy Sykes w/Greer Communications. Hope stated that she received bids from both vendors. (Greer @ $27,635.00 and Perigo @ $24,350.00). This bid was for The Memorandum of Agreement for the Call Taking Equipment and Recorder.

There was some discussion and questions from a few board members. Suggestion was made for 911 Atty., Clyde Richert to look over the bids. The board allowed each to speak and answer question, Stacy Sykes went first, Stacy stated her company installed our system and has been maintaining it to the present. Jeff Perigo spoke and he stated he was with Greer Communications when the system was installed and he is now on his own, he is a Zetron Vendor and he stated the travel and hourly rate will not change. ***Motion was made by Russell Gupton to send bids to Clyde Richert to have him look them over. Motion was seconded by Faye Stubblefield. All in favor, motion carried.***

**2019-04-04 Review Minutes of March 19, 2019**

Bruce Dean asked all board members to review the March 19, 2019 minutes at this time. Jason Head asked Cathy Lowe to make a correction in spelling Madison Burnett name. Cathy to correct on original copy of minutes.

***Motion made by Jason Head to approve the March 19, 2019 Minutes as read. Motion seconded by Nancy Johnson.***

***All in favor, motion carried.***

**2019-04-05 Review March 31st, 2019 Financial Report**

Bruce Dean asked all to review and if any question please refer to 911 Director, Hope Petersen. Jason asked if the ceiling leaks had been completed. Hope said they have kept watch during last 2 rains, nothing leaking at this time. Hope stated she will now get the ceiling repairs finished.

Motion made by Russell Gupton to approve the March 31, 2019 Financial Report at this time. Motion was seconded by Jason Head.

***Roll Call Vote:***

***R. L. Douglas – Absent 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: (7) Yes (2) Absent (2) Excused***

* + 1. **Reports from Committees**
1. 911 Director-Hope Petersen (updates)
2. **Dispatch Chairs** – West Business Interiors

10 yr. warranty – 24x7 chairs for $5,908.83

(10 Chairs – includes 3 extra) Hope stated we amended

Budget in the amount of $10,000.00 so there will be some left over.

Other vendors received were:

 Iron Horse @ $9,000.00

 Concept Seating @ $11,000.00

Motion was made by Michael Van Dyke to purchase the (10) Chairs for the amount of $5,908.83. Motion seconded by Russell Gupton.

***Roll Call Vote: R.L. Douglas – Absent 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: (7) Yes (2) Absent (2) Excused***

1. **Supervisor’s Positions:**

Crystal Rebollar & Misty Riley

1. **IT-Interviews**

One applicant was picked they asked him to fill out papers for (back ground check) – he did not reply to get the background check done.

Hope will repost this job position again.

Michael Van Dyke made the suggestion to post with colleges also.

1. **Pressure Washed Bldg**. – Hope said some will not come off the building.
2. **Budget 19-20 –** Hope said to board that she will have ready to present at the May 2019 meeting. She will e-mail out to the board 2 weeks ahead to review.
3. **911 Policies** – Hope called Jeff Beemer, she is waiting on a call back from him. Hope will write-up policies, Jeff Beemer will review and the 911 Board as well. Also get out the Operational Policies and Procedures to review by board.
4. **Personal Policies –** Jason Head stated for Hope to get the Personnel Policies to us and let us get them reviewed.
5. **VISA- Credit Card (thru Robt. Co Credit Union)**

Hope asked for approval from the board to keep the Visa Credit Card and who should have the cards. Hope stated that the card is mainly used for Conferences, P.O.’s, Etc., the limit on the card now is $5,000.00.

The 911 Board all agreed to keep the Visa-Credit Card with Robt. Co. Credit Union keep limit of $5,000.00.

Michael Van Dyke said there needed to be a second card.

911-Director, Hope Petersen will have a card at the ECC, and Cathy Lowe will keep the second card at the 911-Addressing Office. All Agreed.

1. **Travel Policy** – **Military Leave – Jury Duty** – Hope mentioned these to the board. Michael Van Dyke and Jason Head mentioned having a work session for about 1-2 hours, after some discussion Hope said she would get these done and get to Jeff Beemer for review.
2. **National Tele-Comm. Week** – April 14-19, 2019
3. **Radio Towers** – Jason Head mentioned the maintenance money for the radio towers. The amount in that fund is down to around $20,000.00. Jason mentioned some issues with the Hillcrest Tower. He suggested having a session to work on how to get these funds built back up.

How do we bill these other municipalities. It was stated there was a contract letter for this at one time.

1. Jason Head also asked for an itemized list of all calls broke down. Questions were asked about the type of calls that dispatch receives and if they count as a call for service.
2. Hope explained (if unit does not respond, then it’s not a created call.) (in route is a call for service). (10-8 – not a call for service.)

**2019-04-06 Old Business**

None

**2019-04-07 New Business**

**2019-04-08 Adjourn**

Motion made by Bruce Dean to adjourn, seconded by Jason Head.

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Chairman, Bruce Dean Secretary, Gwen Martin

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Cathy C. Lowe

RCECD-911 Addressing

Coordinator-Mgr.