State of Tennessee County of Robertson

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

**Minutes of July 16th, 2019**

**2019-07-01 Call to Order**

**The Chairman, Bruce Dean called the meeting to order at 9:00 a.m. at the Springfield-Robertson County ECC.**

**Roll Call *– R. L. Douglas – Retired Jason Head – Present***

***Nancy Johnson – Present Gwen Martin – Absent, (excused)***

***Jim Ring – Present Faye Stubblefield – Present***

***Michael Van Dyke – Present Russell Gupton – Absent, (excused)***

***Bruce Dean – Present***

***Present (6) Absent (2) Excused (2) Retired (1)***

**Others Present: Chad Gregory, Madison Burnett, Richard Head, Rico Bryson, Jimmy Hamill, Chance Holmes, Hope Peterson, Cathy Lowe…………**

**2019-07-02 Review Minutes of June 18, 2019.**

**Motion made by Nancy Johnson to accept the minutes of June 18th, 2019 as read. Motion seconded by Faye Stubblefield. All in Favor, Motion Carried, Approved**

**2019-07-03 No Financial Report to review this month**

**(still closing out the year end)**

**2019-07-04 Other Reports**

**911-Director, Hope Petersen**

1. **IT – Position,** Skylar Tackett already started
2. **Dispatch Chairs** are here
3. **Letter to TECB has been sent (in regards to the phone rate increase)**
4. **Dispatcher to start Monday, July 22, 2019**
5. **Policies & Procedures – Hope stated that Jeff Beemer still going thru her draft copy.**

**Next week or so Jeff could possibly have done.**

**Fay Stubblefield asked do we know how many hours Jeff has spent on these policies and how much Jeff Beemer will cost.**

**Motion was made by Jason Head to have Policies and Procedures (including Personnel Policies) by August 20, 2019 our next 911 board meeting. Motion seconded by Michael Van Dyke.**

***Roll Call Vote: R. L. Douglas – Retired Jason Head – Yes***

***Nancy Johnson – Yes Gwen Martin – Absent***

***Jim Ring – Yes Faye Stubblefield – Yes***

***Michael Van Dyke – Yes Russell Gupton – Absent***

***Bruce Dean – Yes***

***Vote Of: (6) Yes (2) Absent (2) Excused (1) Retired***

**2019-07-05 Old Business**

Faye Stubblefield asked about the Fire Contract that expired June 30, 2019. Jason Head and Michael Van Dyke both stated the contract will come up for renewal in October 2019.

**2019-07-06 New Business**

1. Chairman, Bruce Dean mentioned there were some items that the Addressing Office that were not in use at this time.

Mapping Cabinet – Metal Desk – small items not in use. Motion made by Nancy Johnson to let the county have the mapping cabinet, metal desk, etc. for the counties new Engineer position. Motion seconded by Jason Head.

***Roll Call Vote: R.L. Douglas – Retired Jason Head – Yes***

***Nancy Johnson – Yes Gwen Martin – Absent***

***Jim Ring – Yes Faye Stubblefield – Yes***

***Michael Van Dyke – Yes Russell Gupton – Absent***

***Bruce Dean – Yes***

***Vote Of: (6) Yes (2) Absent (2) Excused (1) Retired***

1. **Nomination to serve for the remainder of R. L. Douglas term.**

Chairman, Bruce Dean mentioned that we need to make a nomination to fill the remainder of R. L. Douglas position on the 911 board. Also Mayor, Billy Vogle recommended that Interim EMA Director, Chance Holmes to serve the rest of the term.

Bruce Dean asked if Chance would be willing to serve on the 911 Board. He said yes he would. Motion made by Faye Stubblefield to have EMA-Director, Chance Holmes serve the remainder of R. L. Douglas term. Motion was seconded by Nancy Johnson.

***Roll Call Vote: R. L. Douglas – Retired Jason Head – Yes***

***Nancy Johnson – Yes Gwen Martin – Absent***

***Jim Ring – Yes Faye Stubblefield – Yes***

***Michael Van Dyke – Yes Russell Gupton – Absent***

***Bruce Dean – Yes***

***Vote Of: (6) Yes (2) Absent (2) Excused (1) Retired***

Nancy Johnson asked Hope have all repairs been completed from the lightening strike that we had. Hope said, yes all has been done.

Michael Van Dyke asked about the updates for Firm-Ware. He mentioned that each department would be in charge of their own.

Michael Van Dyke asked Hope how the moral was now in Dispatch. Hope said she has not heard of anything negative.

**2019-07-07 Adjournment**

Chairman, Bruce Dean asked for motion to adjourn, so moved by Nancy Johnson. Meeting adjourned at 9:22 a.m.

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Bruce Dean, Gwen Martin

Chairman Secretary-Treasurer

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Cathy C. Lowe

RCECD-911 Addressing Coordinator/Mgr.