State of Tennessee County of Robertson

Robertson County Emergency Communications District (E-911)

Minutes of August 20, 2019

**2019-08-01 Call to Order**

The regular scheduled meeting was called to order by the Chairman, Bruce Dean at 9:00 a.m. at the ECC – 115 Pinnacle Dr. Spfd. 37172

**Roll Call – By: Cathy Lowe**

***Jason Head – Present Chance Holmes – Present***

***Nancy Johnson – Present Gwen Martin – Present***

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

***Michael Van Dyke – Present Russell Gupton – Present***

***Bruce Dean – Present***

***Present – (9) Absent – (0) Excused (0)***

**Others Present**: Jimmy Hamill – Amanda Porter – Richard Head – Madison Burnett – Mayor, Billy Vogle – Chad Gregory – Cathy Lowe –

Hope Petersen.

**2019-08-02 Review Meeting Agenda**

**2019-08-03 Recognize Visitors**

**2019-08-04 Approval of July 16, 2019 Minutes**

Chairman, Bruce Dean asked all board members to review the July 16, 2019 minutes. Motion was made by Jason Head to approve the minutes as read. Motion seconded by Faye Stubblefield. No questions, all in favor, motion approved.

**2019-08-05 Approval of June 30, 2019 Financial Report**

**& July 31, 2019 Financial Report**

Board members reviewing the June 30, 2019 Financial Report at this time, motion made by Russell Gupton to approve the June 30, 2019 Financial Report. Motion seconded by Faye Stubblefield.

***Roll Call Vote: J. Head – Yes C. Holmes – Yes***

***N. Johnson – Yes G. Martin – Yes***

***J. Ring – Yes F. Stubblefield – Yes***

***M. Van Dyke – Yes R. Gupton – Yes***

***B. Dean – Yes***

***Vote of (9) Yes Absent (0) Excused (0)***

Board reviewing the July 31, 2019 Financial Report, motion made by Michael Van Dyke to approve the July 31, 2019 Financial Report. Motion seconded by Russell Gupton. (911-Director, Hope Petersen also explained that there were no numbers for 2019-2020 Budget year. They will be on the August 31, 2019 Financial Report.

***Roll Call Vote: J. Head – Yes C. Holmes: Yes***

***N. Johnson – Yes G. Martin – Yes***

***J. Ring – Yes F. Stubblefield – Yes***

***M. Van Dyke – Yes R. Gupton – Yes***

***B. Dean – Yes***

***Vote of: (9) Yes (0) Absent (0) Excused***

**2019-08-06 Reports from other Committees**

**911- Director, Hope Petersen**

1. (2) Dispatchers in Training

(1) Position still open

Will be testing soon

**2019-08-07 Old Business**

Draft for Personnel Policies

Motion made by Michael Van Dyke to have a work session after 2 weeks of reviewing the Personnel Policies. Motion was seconded by Russell Gupton. No questions, all in favor, motion carried.

Michael Van Dyke said a Wednesday morning was good for him. Michael Van Dyke asked when the board approved to have their own Personnel Policy. Hope stated in March of 2019.

Hope said she started working on the Personnel Policy around end of April 2019. May 2019 she really started working on these. July 19th, 2019 Hope received and itemized invoice from Jeff Beemer’s services. On July 17, 2019 Jeff Beemer said he was 2/3 thru the manual. He told Hope, she would have them before July 2019. Hope did not receive them in July 2019. Hope and Jeff Beemer had phone conversation on July 26, 2019. Hope went thru all e-mail correspondence she had with Jeff Beemer to the board.

Jason Head asked if there was any more correspondence with Jeff Beemer that had been paid. Hope said there were March & April 2019 phone calls. Jason head asked to have all correspondence starting at January 2019.

Hope said she has already asked for (911) to be billed separately from the County, Jason Head and Mayor Vogle also agreed to have this done.

Hope Petersen said to the board that she would have herself, the shift supervisors and some dispatchers work on the Operational Policies.

Michael Van Dyke mentioned that the 911 Board voted to have their own Personnel Policies at the January 15, 2019 board meeting.

Russell Gupton suggested bringing all Personnel – Operational - everything to the work session.

Jason Head asked if any employees have received a copy of the personnel policies yet? Jason asked for policies to be given to all employees for their input.

1. Fiscal Procedures – These are procedures for all that we do (things voted on in the past) Budgets – Audits – Purchasing – Etc.
2. Capital Assets – The board voted to have assets capitalized up to $7,000.00. Hope has a call into the Auditors, Lisa McIntosh to check on the amount. The county has up to $10,000.00.

**2019-08-08 New Business**

1. EMA-Director, Chance Holmes asked about the city getting charged $8.00 per call. Hope explaining how the CAD Software reporting was the issue. Jason Head explained if all (3) city departments respond they all (3) are charged. Jason Head said as a board we need to get on top of this.

County Mayor, Billy Vogle spoke up and said that the county paid just under $1,000,000.00 last year for dispatch salaries, hopefully there will be a plan in place before next year’s budget to get individual cities to step up and help with dispatch salaries.

1. Michael Van Dyke – mentioned having a Reverse Evaluation as well as a Performance Evaluation done on the 911-Director, similar to a (360). Faye Stubblefield said they do similar at the Farmers Bank.

Motion made by Michael Van Dyke to have this Reverse Evaluation done. Motion seconded by Jason Head. No questions, all in favor, motion carried.

1. Nancy Johnson mentioned that she had asked Hope for a copy of a monthly schedule. Hope sent September 2019 schedule, and it showed there were 52 slots not filled. Hope explained that there are 2-in training (and they started training in July) 1 to start training, she explained that employees wanted to go to 12-hour shifts. The vacant shifts would be for those volunteering first, and then it would go to mandatory over-time being assigned.
2. Captain Madison Burnett and Chief Jason Head made a visit to the 911 Center the past week. Chief Head mentioned that Hope had reported that everything had been fixed from the lightening strike. Chief Head mentioned several things that were not fixed per talking with dispatchers that day.
3. TV in Break Room
4. Bracket on Console in Dispatch
5. Florescent light not up and working
6. Security Cameras not working
7. Back Door – physically unlocked
8. Light in women’s restroom
9. Floor Sensors
10. Ice Maker

Hope stated that the S*ecurity Cameras* under the Net-Clock quit working 1-2 months ago before Rob quit. (Skylar Tackett, IT is working on this).

*Florescent Light* – the ballist is bad (do not make anymore) Taylor Electric has been notified and will replace w/LED.

*TV-in Break Room* – cable boxes are being re-done.

*Back Door* – has been unlocked, cannot get parts anywhere – Action Security working on this.

Jason Head stated that the 911 Center was a very expensive project.

The appearance needs to be kept up at all times.

* 1. Parking lot needs to be sealed
  2. Parking spaces need to be re-striped

Russell suggested using a form like EMS has for maintenance request.

So dispatchers and all employees can inform supervisors or director of things to be fixed. Russell stated that they (EMS) are fixing something all the time.

Michael Van Dyke and Jason Head mentioned a check-off list. Hope said they have this already.

Jason Head stated meetings need to be recorded. Cathy has called him a few times to get clarification in what he had said. Jason Head stated that our IT needs to get with City of Springfield and Robertson County Sheriff Office to get working relationship started.

Nancy Johnson asked about the new computers that were ordered for The 911-Addressing Office. Hope said they are here; IT-Skylar is compiling and adding updates now.

**2019-08-09 Adjournment**

The meeting was adjourned at 10:30 a.m.

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Chairman, Bruce Dean Secretary-Treasurer, Gwen Martin

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Cathy C. Lowe

RCECD-911 Addressing/Mgr.

CCL:cl

Cc: Minutes Manual