State of Tennessee County of Robertson

 **Springfield-Robertson Co. Emergency Communications District (E-911)**

 **Minutes of September 17th, 2019**

**2019-09-01 Call to Order**

The regular scheduled meting was called to order by the Chairman, Bruce Dean at 9:00 a.m. at the ECC on Pinnacle Dr., Springfield, TN. 37172

Roll Call – By: Cathy Lowe

Jason Head – Present Chance Holmes, Absent, (excused)

Nancy Johnson – Present Gwen Martin – Present

Jim Ring – Present Faye Stubblefield – Present

Michael Van Dyke – Present Russell Gupton – Present

Bruce Dean – Present

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

Others Present: Chad Gregory – Madison Burnett – Jeff Kordinski – Mayor, Billy Vogle – Danny Johnson – Hope Petersen – Cathy Lowe.

**2019-09-02 Review Meeting Agenda**

**2019-09-03 Recognize Visitors**

**2019-09-04 Review and Approve Minutes of August 20th, 2019**

Bruce Dean asked all board members present to review the minutes at this time. Motion made by Michael Van Dyke to approve the minutes as reviewed. Motion was seconded by Faye Stubblefield.

All in favor, motion carried.

**2019-09-05 Review and Approve Financial Report for August 31st, 2019**

All board members reviewing the August 2019 Financial Report. Some discussion on supervisor, over-time. Motion made by Russell Gupton to accept the Financial Report for August 2019. Motion was seconded by Nancy Johnson.

Roll Call Vote: J. Head – Yes C. Holmes – Absent (excused)

 Nancy Johnson, Yes G. Martin – Yes

 J. Ring – Yes Faye Stubblefield – Yes

 M. Van Dyke – Yes R. Gupton – Yes

 B. Dean – Yes

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

**2019-09-06 Reports from Committees**

**911-Director, Hope Petersen**

1. Hope reported that we have (2) Full-time positions open

(Hope explained the last one hired moved back home)

 1-Part-time position open

Hope stated she will start the testing process soon

1. List of Things
2. The **front door controller** is broken

Hope getting (2) people to come by and assess

1. **Lighting** – Lights all ordered by Taylor Electric this week

or next week, will be replacing some as well.

1. **Control Panel @ back door** – broke – back door locked at this time.
2. **Floor Sensor** – Working on this, service light comes on in dispatch, when there is an issue. This is due to a wire in the flooring.
3. **Computers at the 911 Office** – IT-Skylar is at the 911 Addressing office installing Dee Dee’s today. Others will be installed later.
4. **County Budget Committee** – Hope met with them last night, committee had some questions about how the formula was done

with the contract with Robertson County – Springfield- White House.

Robertson County resumed all the responsibilities for the rest of the county in 2014, and really longer than that. Budget Committee voted

5-0 to start charging the cities their fair share of dispatch salaries.

This will start July 2020.

Mayor, Vogle stated we are getting the ball rolling for individual cities to pay their part.

Jason Head also mentioned that the towers are in the same shape. The billing will have to start again with the tower maintenance as well.

Nancy Johnson asked if computers were installed yet, and where are they going?

**2019-09-07 Old Business**

1. **Personnel Policies/Employee Handbook**

Hope explaining that all had been completed. Nancy Johnson asked if employees had received the policies and procedures yet. Hope stated no not yet. The board asked Hope to send the policies and procedures to the employees to overlook as well. The 911 board will approve at the next board meeting in October 2019.

1. **Admin. Policies**

Hope stated that she checked with County Finance and their total is $10,000.00. Hope also checked with our Auditor’s and they said we need to stay (just) below the County. So the RCECD will be $9,500.00…………….

1. **Renewal of NSDN – Radio Network Contract w/ Greer Communications**.

Jason Head stated that our equipment is now obsolete, he said there are other options to look at as well. Michael Van Dyke asked if pricing would change from last contract. Hope stated it would not. Russell Gupton asked Hope to resend to Contract to all board members to review. Jason Head asked to get Greer to come to our October 15th, 2019 board meeting and speak on moving forward with the contract.

1. Faye Stubblefield asked about our towers being used by other entities or agencies Greer receiving the benefits from that, and why we are charged.

Faye asked to do some investigating with other options.

Michael Van Dyke and Jason Head suggested doing a 5-10 year plan. Jason Head said there are options with the state system.

Chad Gregory mentioned the Adams Tower (near Port Royal) – Joelton Tower – Jones Rd. Tower are all State Towers.

Bruce Dean suggested to form a Radio Committee for the future issues that need to be resolved.

1. Michael Van Dyke reported he had sent the Supervisor and Director Assessment (web based assessment) to all board members to review.

Michael stated this is web based and no names will be on anyone’s response.

Hope to send all dispatcher e-mails to Michael Van Dyke to get this started.

**2019-09-08 New Business**

1. Vacation Accruals – Hope Petersen presented the following to the board:
2. Harper, A. $20.15 Vac Total=443 Hrs. over 240=203 Payout Amt. = $4,090.45
3. Long, K. $21.56 Vac Total=521 Hrs. over 240=281 Payout Amt. = $6,058.36
4. Martin, J. $20.15 Vac. Total=722 Hrs. over 240=482 Payout Amt. = $9,712.30
5. Payne, R. $20.15 Vac. Total=480 Hrs. over 240=240 Payout Amt. = $4,836.00
6. Pentecost, J. $20.15 Vac. Total=505 Hrs. over 240=266 Payout Amt. = $5,339.75
7. Smith, L. $21.56 Vac. Total=625 Hrs. over 240=385 Payout Amt. = $8,300.60
8. Wooden, M. $20.15 Vac. Total=676 Hrs. over 240=436 Payout Amt. = $8,785.40

 Total of: $47,122.86

Copy of sheet attached with September 17th, 2019 Minutes…………..

Motion was made by Jason Head; this is a 1-time payout for Dispatch Vacation Accrual, and to have Hope talk with each dispatcher listed and give them the option to roll vacation time to sick or receive a check for hours on sheet

Roll Call Vote: J. Head – Yes C. Holmes – Absent, Excused

 N. Johnson – Yes G. Martin – Yes

 J. Ring – Yes F. Stubblefield – Yes

 M. Van Dyke – Yes R. Gupton – Yes

Hope Petersen explained that the accrual started while all employees were being cross-trained. Hope stated that we do have money from last year’s budget still in our checking account. Jason Head said we need to pay them. The amount from checking will be $47,122.86. Faye Stubblefield questioned sick time and how it’s used. Jason Head suggested for Hope to meet with each employee and give them the option to roll hours into sick time or receive the amount of money for the hours on the list.

Nancy Johnson asked about dispatchers being wrote up for being 30 seconds late. Hope explained to Nancy that they are relieving someone that has been on the radio for 12 hours, and they need to be on time or a few minutes early to get set up, logged in, etc. Hope referred to Law under FLSA.

2019-09-09 Adjournment

Motion to adjourn by Jim Ring, all agreed. Motion Carried.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman, Bruce Dean Sec., Tres. – Gwen Martin

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cathy Lowe, Typist