State of Tennessee County of Robertson

 Robertson Co. Emergency Communications District (E-911)

 **Minutes of October 15, 2019**

2019-10-01 Call to Order
The regular scheduled meeting was called to order by the Chairman, Bruce Dean at 9:00 a.m. at the Springfield- RCECD-911 Center.

**2019-10-02 Roll Call**

***Bruce Dean- Present Chance Holmes -Absent (excused)***

***Nancy Johnson – Present Gwen martin – Present***

***Jim Ring – Absent (excused) Faye Stubblefield – Present***

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

***Bruce Dean- Present***

 ***Present – (6) Absent (3) Excused (3)***

**Others Present:** Derrick/Scott Sykes w/Greer Communications.

Chad Gregory, County Mayor, Billy Vogle, Richard Head w/RC Sheriff Office.

Cathy Lowe, Hope Petersen.

**2019-10-03 Review Meeting Agenda**

**2019-10-04 Recognize Visitors**

At this time the Chairman, Bruce Dean recognized Scott Sykes with Greer Communications to discuss and answer questions concerning the NSDN-Radio Network Contract.

Michael Van Dyke stated we need to make sure the system is going forward.

Scott Sykes said that a committee needs to be formed, just because this is a 7-District Region that we are working with. Faye Stubblefield asked about the communications issues throughout the county. Michael Van Dyke said we report our radio issues to Hope Petersen, 911-Director. Faye Stubblefield asked about pinging the towers. Faye asked Scott Sykes for a report to show this. Faye asked Scott about other businesses using our towers and Greer gets the benefits from this. Scott stated, yes we get the money from other businesses, but we have also given you a cut-rate of $8.00 a month for air-time, normally it would be approx. $20.00 a month.

Jason Head asked Scott/Greer in the Radio Network Contract under C – which (2) towers are they speaking of.

Michael Van Dyke, Jason Head have already been discussing future upgrades.

Michael asked about the volume within our county.

Nancy Johnson mentioned that Orlinda Fire Chief – Dusty Johnson and Cross Plains Fire Chief, Tommy Jackson cannot hit paging repeater with their handhelds.

It was stated that the paging repeater was at White House Tower.

Michael Van Dyke suggested going to a (1) year contract with Greer Communications. Scott Sykes will re-do the contract and get to Hope.

**2019-10-05 Approval of Minutes of September 17, 2019**

All board members reviewing the 09-79-2019 minutes for approval. Motion was made by Faye Stubblefield to approve the minutes as reviewed. Motion was seconded by Michael Van Dyke. No questions called for, all in favor, motion carried.

**2019-10-06 Approval of September 30, 2019 Financial Report**

All board members reviewing the 09-2019 Financial Report for approval.

Motion made by Jason Head to approve the 09-2019 financial Report. Motion was seconded by Faye Stubblefield.

***Roll Call Vote: Dean – Yes Holmes – Absent***

 ***Johnson – Yes Martin – Yes***

 ***Ring – Absent Stubblefield – Yes***

 ***Van Dyke – Yes Gupton – Absent***

 ***Dean – Yes***

 ***Vote Of: (6) Yes (3) Absent (3) Excused***

**2019-10-05 Reports from Committees**

**911-Director, Hope Petersen**

1. **911-Addressing Computers** – have been installed all have a CAD reporting station. Hope and Skylar have also been updated. Now looking at new computers for Dispatch.
2. **Building Issues** – Front Door – Fixed without replacing controller.

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1. **Floor Sensor –** The Birmingham Co., were the original installers, they are sending someone to overlook the issues and give us quotes. This has not worked for a few years.

Jason Head asked about the water in the electrical room. Hope said (2) electricians have went under building and they said this is going to gate controller. The gate guy was here and re-sealed all……….

1. **Back-Door Controller** – few companies with back door and cameras as well, getting quotes as swell.
2. **(2) F.T.-Dispatch Positions**

Hope stated she has tested and interviewed, no one interested.

Interviews within the next few weeks.

1. P.T. in Training now
2. **Vacation Accrual** – Paid – Out

Hope met with each employee individually. Faye Stubblefield asked if they were all happy and pleased. Hope said they were.

Question was asked about vacation being frozen, No vacation frozen since around 2014. Jason Head asked Hope about Supervisors not being able to take their vacation time.

Faye asked where she posted the dispatch positions. Hope said TENA website, In-Deed, APCO website, Facebook. Hope has not put out to colleges yet. Faye Stubblefield said that Vol State has website to post positions on.

Nancy Johnson asked about how long training last. Hope stated that from the time they walk-in to the end of training its 4 months = 16 weeks. They are trained on NCIC - NIMS - and on job training.

**2019-10-06 Old Business**

911-Director, Hope Petersen

1. Hope stated that the Employee Manual was completed
2. Table of Contents
3. Supervisors meeting
4. Employee Feedback (positive by some) & (some said to strict)

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Jason Head asked Hope to make sure all employees get this corrected copy. The cut off date is November 01, 2019. The RCECD-911 board will be voting on the Employee Manual at the November 19, 2019 meeting.

Hope said she will e-mail the corrected copy to the 911 board this afternoon.

Hope said she would be attending a class on Open Records Request by the Comptrollers Office in Nashville.

Faye Stubblefield asked about write-ups on employees being tardy. Hope explained how all employees log in and out. Hope said that the Supervisors have been advised and they are to handle.

Michael Van Dyke said that the Scheduling Software could make a list of tardies.

Hope said that tardies can be pulled daily.

**2019-10-07 New Business**

Mayor, Billy Vogle asked about Radio Channels, he also asked about the price of the towers.

Jason Head and Michael Van Dyke gave a summary to Mayor, Vogle when the towers were bought.

Michael Van Dyke reported that the surveys went out to all board members and to all employees.

Michael suggested that the supervisor’s emails need to go to Hope to get suggestions and issues resolved.

Michael Van Dyke stated that all employee’s surveys need to be discussed by the board in an Executive Session after the next regular scheduled board meeting November 19th, 2019.

Cathy Lowe will send out a reminder to all board members about “Executive Session”.

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**2019-10-08 Adjournment**

Motion to adjourn by Jason Head, all agreed, adjourned.

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Chairman, Bruce Dean Sec.-Treas., Gwen Martin

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Typist, Cathy C. Lowe

RCECD-911 Addressing/Mgr.

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