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

 **Minutes of November 19th, 2019**

**2019-11-01 Call to Order**

The regular scheduled 911 board meeting was called to order by the Chairman, Bruce Dean at 9:01 a.m. at the Springfield-Robertson County Emergency Communications Center.

***Roll Call – J. Head – Present C. Holmes – Absent (in class)***

 ***N. Johnson – Absent (Excused) G. Martin – Present***

 ***J. Ring – Absent (in meeting) F. Stubblefield – Present***

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

 ***B. Dean - Present***

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

Others Present: Mayor, Billy Vogle – Chad Gregory – Jeff Glodoski (correction) – Madison Burnett – Jessica Drake – Hope Petersen – Cathy Lowe.

**2019-11-02 Approve Meeting Agenda**

**2019-11-03 Recognize Visitors**

**2019-11-04 Minutes of October 15, 2019**

The October 2019 minutes being reviewed at this time by the 911 board. Motion made by Jason Head to approve as written. Motion seconded by Faye Stubblefield. All in favor, motion carried.

**2019-11-05 Financial Report for October 31, 2019**

The 911 board reviewing the October 2019 financial Report. Motion made by Faye Stubblefield to approve the October 2019 Financial Report. Motion was seconded by Gwen Martin.

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

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

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

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

 ***B. Dean – Yes***

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

**2019-11-06 Report from Committees**

1. **911-Director, Hope Petersen**
2. **TECB – Excess Distribution**, will be $40,027.00 to be released to us in a week. They also approved the Controller Subsidy (for the 7 seats in dispatch @ $4,000.00 a seat) total of $28,000.00. We should receive this next week as well.
3. **Generator –** Hope said some issues with generator, she contacted ESSE, they will be doing a load bank, will take 2-hours and cost $1,765.00 (this includes labor, travel and all expenses. Jason Head asked if this was included in the maintenance contract. Hope said it’s not in Contract of Service. Motion made by Russell Gupton to get this generator issue completed in the amount of $1,765.00. Motion seconded by Jason Head.
4. Roll Call Vote: J. Head – Yes C. Holmes – Absent

 N. Johnson – Absent G. Martin – Yes

 J. Ring – Absent F. Stubblefield – Yes

 M. Van Dyke – Yes R. Gupton – Yes

 B. Dean – Yes

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

1. Meeting on November 21, 2019 @ 1:00 p.m.

**CTAS & MTAS** will be there to help answer any questions. Hope contacted the TECB – Legal Counsel – Ben Glover, he stated that the District is only responsible for the equipment means to answer calls and **NOT** our responsibility to dispatch for any agencies.

Mayor, Billy Vogle, said that the community is not up to date with how 911 originated. Jason Head mentioned that he knew from meetings with Mike Wilhoit and Gene Bollinger when 911 originated, at that time it was the only way to get it started in a timely manner. Jason also said it will be up to each department or agency to work on lowering their call volume, since the % of calls for each agency or city will determine the fees to be paid. Hope mentioned that the TECB would be here when needed. Hope stated that Lawrenceburg is at 50% & 50% with cost of dispatching.

 Page 2.

Lawrenceburg is having the same issues with cities and county wanting to cut back on 911 funding.

TECB will pull some of their funding to the districts if the county or cities do not pay their % or share. Hope stated the TN. Code 87-105 to the board.

Hope also mentioned that the 911 District pays for dispatchers training, NCIC costs. Jason Head stated it’s a positive need and we need to be moving forward.

1. **Dispatchers Position’s** – Hope said (1) dispatcher will come out of training in (2) weeks, and (1) full-time to be hired. Hope said we then will have only (1) Part-time position left to fill.
2. **Greer Communications Memorandum of Agreement Contract** – Hope Petersen presented the new contract to all Board Members to review. The new contract is for (1) year. All board members agreed that all the counties municipalities should sign the contract. Hope to send back to Greer to get that corrected. Jason Head stated that all agencies should be on the same time frame with contracts. Jason Head made the motion for Hope to notify 911-Atty., Clyde Richert and have all the entities signatures added back to the contract. Michael Van Dyke seconded the motion. Faye Stubblefield wants more questions answered. 911 Board requesting that Greer Communications be at the December 2019 meeting. Hope will contact Greer Communications to be at next board meeting, (the board also said to give Greer and idea about questions that will be asked).

**2019-11-07 Old Business**

**911-Director, Hope Petersen**

1. Policies and Procedures & Admin. Policies

Hope stated she had sent out all corrected Policies & Procedures & Admin. Policies to the board members. Michael Van Dyke asked a question about Capital Assets – page 6. Section D, under #3. (only 1 option)

Hope to make the correction. Jason Head will forward to Hope the quote for generator maintenance, that came to Springfield.

 Page 3.

 Motion was made by Michael Van Dyke to approve the Admin. Policies

(Capital Assets – Fiscal Procedures – Eternal Controls). Motion was seconded by Russell Gupton.

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

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

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

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

 ***B. Dean – Yes***

 ***Vote Of: (6) Yes (30 Absent (3) Excused***

Jason Head asked if employees made many comments about the Policies and Procedures. Hope stated most were positive. Hope will e-mail the

Policies & Procedures to the 911 Board on 11-20-2019, with all corrections highlighted.

Jason Head asked about where we are on the equipment and building issues that were to be resolved.

1. Light Repair – was the ballest that had to be replaced.
2. Controller for Computer (security cameras)
3. Floor Sensor – original installer to come (still showing error/sims card).
4. Hope still monitoring the gate issue with rain coming in.

**2019-11-08 New Business**

Bruce Dean mentioned about the Executive Session, that he was not prepared at this time to present. Bruce will let the board know when this will be handled.

**2019-11-09 Adjournment**

Motion to adjourn by Russell Gupton. Seconded by Faye
Stubblefield. Adjourned at 10:15 a.m.

 Page 4.

Next Meeting Date: December 17, 2019 at 9:00 a.m. (w/breakfast served)

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

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

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

Typist, Cathy Lowe Vice-Chair, Russell Gupton

 (Chaired 12-17-19 meeting)

 Page 5.