State of Tennessee County of Robertson

 Robertson County Emergency Communications District (E-911)

 Minutes of December 17, 2019

***2019-12-01 Call to Order***

The Vice chair, Russell Gupton called the meeting to order at 9:00 a.m. at the Springfield-Robertson Co. Emergency Communications Center.

***Roll Call*** – by Cathy Lowe

J. Head – Present C. Holmes – Present

N. Johnson – Absent, excused G. Martin – Present

J. Ring – Present F. Stubblefield – Absent, excused

M. Van Dyke – Present R. Gupton – Present

B. Dean – Absent, excused

 Total Present: 6 Absent – 3 Excused – 3

**Others Present**: Madison Burnett, Richard Head, Chad Gregory, Mayor-Billy Vogle, Hope Petersen, Cathy Lowe.

Let the minutes reflect that Jason Head asked Cathy Lowe to make the correction in the spelling of Jeff Glodoski’s name, in the November 2019 minutes.

***2019-12-02 Minutes for November 19, 2019***

Russell Gupton asked all the board to review the minutes as presented. Motion made by Michael Van Dyke to approve the minutes with the correction to be made in the spelling of Jeff Glodoski’s name. Motion seconded by Gwen Martin.

All in favor, motion carried.

***2019-12-03 Financial Report for November 30, 2019***

Russell Gupton asked all to look over the Financial Report at this time. Michael Van Dyke asked if we were to receive another payment from the State soon. Hope stated we just received a payment. Motion made by Michael Van Dyke to approve the November 2019 Financial Report. Motion seconded by Jim Ring.

Roll Call Vote:

J. Head – Yes C. Holmes – Yes

N. Johnson, Absent G. Martin – Yes

J. Ring – Yes F. Stubblefield – Absent

M Van Dyke – Yes R. Gupton – Yes

B. Dean - Absent

 Vote Of: 6-Yes 3-Absent 3-Excused

***2019-12-04 Reports from Committees***

911-Director – Hope Petersen

1. **MTAS & CTAS**

Hope compiled all the reports for Rex Barton and Terry Hazard. Hope called them and has not heard back yet.

1. **Audit Review**

Hope and Sheila/at Finance have been reviewing and making corrections.

Hope said we should have a Net Increase. The Auditors will be here to present Audit in January 2020.

1. **Leak in Floor**

Hope got with company that installed to come, he brought Sim cards, changed all out, and now working 100%.

1. **Electrical Box**

The electrical box in the mechanical room issue was caused by the gate controller, gate guy came sealed it, no more leaks.

1. **At & t**

At&t are running fiber for NG911 Platform.

We have Cama trunk lines that currently cost around $1,426.30 w/At & t.

At & t has a national esinet, this will be out redundancy.

1. **Kelly Long**

Hope stated that Kelly Long has completed her RPL Program.

1. **Deaths**

Hope Mentioned that there have been several deaths here with dispatcher families. Lee Ann Smith lost her father, and Kelly Long lost her father.

Several out with sickness as well.

***2019-12-05 Old Business***

1. Hope sent out the **Greer Communications Memorandum Agreement** **Contract** to the board members, to review the corrections that Greer had made for the board.

Motion made by Jason Head for approval of the Greer Communications Memorandum Agreement Contract. Motion was seconded by Jim Ring.

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

 N. Johnson – Absent G. Martin – Yes

 J. Ring – Yes F. Stubblefield – Absent

 M. Van Dyke – Yes R. Gupton – Yes

 B. Dean – Absent

 Vote Of: 6-Yes 3-Absent 3-Excused

1. **Employee Manual** – Hope Petersen had sent Employee Manual to all board members to review corrections. Motion made by Jim Ring to approve the Employee Manual with corrections. Motion seconded by Chance Holmes.

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

 N. Johnson – Absent G. Martin – Yes

 J. Ring – Yes F. Stubblefield – Absent

 M. Van Dyke – Yes R. Gupton – Yes

 B. Dean – Absent

 Vote Of: 6-Yes 3-Absent 3-Excused

1. Michael Van Dyke mentioned that Bruce Dean had delayed the meeting of the board to discuss the Director’s survey results.

Jason Head said he would mention under new business.

***2019-12-06 New Business***

1. Jason Head made the motion to have a called board meeting to have a yearly review of the 911 Director’s position. Motion was seconded by Michael Van Dyke.

The called meeting will be January 14, (Tuesday) @ 10:00 a.m.

Cathy Lowe to get and e-mail out to all the board members.

Jason Head also asked why we do not have a flag on the pole, Hope stated that it tore and have not gotten another one.

Mayor, Bill Vogle asked Hope if she had gotten with MTAS & CTAS. Hope said she had the reports done, called Rex and Terry but have not heard back from them.

Jason Head asked Hope when she would start on the 2020 budget.

He said he would like to have it to possibly have some capital projects added. 1. Parking lot sealed.

Jason Head – Radio Communication Committee – we need to get this started. Jason asked all board members to bring suggestions to the next board meeting on January 21, 2020.

Jason Head mentioned that Jimmy Hamill will be retiring after 42 years of service. Jimmy Hamill always played an important part with the 911 Board, and the 911 User Group.

Motion made by Michael Van Dyke to adjourn at this time. Motion so moved.

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

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Vice-Chairman, Russell Gupton Typist, Cathy Lowe

 (Chaired this meeting)