State of Tennessee County of Robertson

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

 Minutes of the 911 Board Meeting - January 19, 2021

**2021-01-01 Call to Order**

The regular scheduled meeting was called to order by the Chairman, Bruce Dean at 9:00 a.m. at the EC Center.

**Roll Call** – R. Gupton – Present J. Head – Present

 C. Holmes – Present N. Johnson – Present

 G. Martin – Absent, excused J. Ring – Present

 F. Stubblefield – Present M. Van Dyke – Present

 B. Dean – Present

 Board Present: (8) (1) Absent (1) Excused

**Others Present**: Chad Gregory, Richard Head, Rachael Payne, Jason Pentecost, County Mayor, Billy Vogle, Cathy Lowe.

**2021-01-02 Review Meeting Agenda**

**2021-01-03 Recognize Visitors**

 Cross Plains Mayor, Barry Faulkner / Cross Plains City Manager, Chip Hellman not here

**2021-01-04** **2021 Audit presented by Bob Adams** **with Blankenship CPA Group, PLLC.** Bob Adams stated that on page 37 were NO FINDINGS with the 2020 Audit for the 911 District. Bob Adams went over several sheets within the audit to explain some changes. He mentioned the Pension Expense and that it should budget off contributions and contingent in the futures budget to Actual.Bob suggested if net income still increases, then payment could be made on debt. Bob also stated that copy of Audit has been sent to the Comptroller’s Office. Motion was made by Russell Gupton to accept the 2020 Audit as presented. Motion was seconded by Nancy Johnson.

**Roll Call Vote**: R. Gupton – Yes J. Head – Yes

 C. Holmes – Yes N. Johnson – Yes

 G. Martin – Absent J. Ring – Yes

 F. Stubblefield – Yes M. Van Dyke – Yes

 B. Dean – Yes

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

**2021-01-05 Approval of November 17, 2020 Minutes**

Chairman, Bruce Dean asked all the board to review the No. 17, 2020 minutes at this time. No questions. Motion was made by Michael Van Dyke to approve the Nov. 17, 2020 minutes as presented. Motion was seconded by Chance Holmes. No questions, all in favor, notion carried.

**Emergency Called Meeting – December 30, 2020 (Minutes)**

Bruce asked all the board to review the minutes from Dec. 30, 2020. Motion was made by Russell Gupton to approve the minutes of De. 30, 2020 as reviewed. Motion was seconded by Faye Stubblefield. No questions, all in favor, motion carried.

**2021-01-06 Approval of November 2020 Financial Report**

All the board reviewing the Nov. 30, 2020 Financial Report. No questions. Motion made by Nancy Johnson to approve the 11-30-2020 Financial Report as presented. Motion was seconded by Michael Van Dyke.

**Roll call Vote**: R. Gupton – Yes J. Head – Yes

 C. Holmes – Yes N. Johnson – Yes

 G. Martin – Absent J. Ring – Yes

 F. Stubblefield – Yes M. Van Dyke – Yes

 B. Dean – Yes

 Vote of: (8) Yes (10 Absent (1) Excused

**Approval of December 31, 2020 Financial Report**

Board reviewing the Dec. 31, 2020 Financial Report. Motion made by Michael Van Dyke to approve the 12-31-2020 Financial Report. Motion was seconded by Faye Stubblefield.

**Roll Call Vote**: R. Gupton – Yes J. Head – Yes

 C. Holmes – Yes N. Johnson – Yes

 G. Martin - Absent J. Ring – Yes

 F. Stubblefield – Yes

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

**2021-01-07 Other Report from Committees**

**Director, Rachael Payne – Updates**

1. OPS-17 Telecommunicator CPR & Quality Assurance - Rachael presented all the cord with a copy of these policies. Rachael stated that these policies are a QA part of a new state law for dispatchers. Motion made by Michael Van Dyke to approve the policies contingent on approval by the Medical Director. Motion was seconded by Nancy Johnson.

**Roll Call Vote**: R. Gupton – Yes J. Head – Yes

 C. Holmes – Yes N. Johnson – Yes

 G. Martin – Yes J. Ring – Yes

 F. Stubblefield – Yes M. Van Dyke – Yes

 B. Dean – Yes

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

1. CODE-RED - Mass Notification System – Rachael has spoken with 3 vendors, all liked Code-Red the best, and it is cheaper than the others, Rachael said there are agencies all around us that use Code-Red. The cost is roughly $10,000.00 per year.

Question asked which line item to take this from. Rachael said Retained Earnings. Chance Holmes suggested get going on this now. Jason Head said we need to get out to the media and the rural municipalities. Motion made by Faye Stubblefield to move forward with the purchase of CODE-RED. Motion was seconded by Nancy Johnson.

**Roll Call Vote**: R. Gupton – Yes J. Head – Yes

 C. Holmes – Yes N. Johnson – Yes

 G. Martin – Absent J. Ring- Yes

 F. Stubblefield – Yes M. Van Dyke – Yes

 B. Dean – Yes

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

1. APCO – Rachael mentioned that previous training coordinator, Kelly did not send in paperwork to APCO after instructing a Training Course. (3) Dispatchers went thru the course and will now have to re-take the course to be certified. Rachael and Jason also went thru course to become instructors.
2. Pay Rate – Increase – Rachael presented pay rates from (8) other surrounding counties. Here suggestion was an increase of 15% at around $180,000.00 or

20% at $250,000.00. Michael Van Dyke and Jason Head said to get numbers together and re-construct a new pay scale. The one Rachael had worked up was an increase of 15% to all. Jason Head suggested sending all information to the municipalities as well.

 Faye Stubblefield spoke for Cross Plains City Official’s, they want all 911 Calls to be

 the same across the board.

 Jason Head asked Rachael to clean up projected 2021-2022 pay-scale for next

 meeting. (at 5%, 10%, 15% for the next 5 year period. (15% is at $16.95).

1. Calls for Service – Calls for Service sheet all the board agreed on.
2. Budget Amendments – January 19, 2021
3. Rachael presented the amendments to the board, they all reviewed.

Decrease Retained Earnings

32160 Retained Earnings 13,685

Total (13,685)

Increase Expenditures

304-4251 Utilities – Cell Phones 1,000

322-4406 Employee Testing & Exams 2,500

320-4405 Dues & Memberships 140

333-4413 Licenses & Fees 1,000

334-4339 Maintenance & Warranty Contracts 3,000

451-4436 Uniforms 45

471-4431 Software & Licensing 6,000

TOTAL 13,685

Transfer Expenditures From:

186-4013 Longevity Pay 800

TOTAL 800

Motion was made by Nancy Johnson to approve all the 01-19-2021 amendments to the 20-21 Budget. Motion was seconded by Russell Gupton.

**Roll Call Vote:** R. Gupton – Yes J. Head – Yes

 C. Holmes – Yes N. Johnson – Yes

 G. Martin – Absent J. Ring – Yes

 F. Stubblefield – Yes M. Van Dyke – Yes

 B. Dean – Yes

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

1. Time Sheet Balance – (Vac./Sick)

Jason Pentecost explaining the time sheets he had found during the financial audit. He discovered inconsistencies going back as far as 2019. Jason gave each board member a copy of the discrepancies. The 911 board agreed for Jason to make al;l the corrections.

1. Fiber Circuit – Internet - IT, Skylar mentioned a quote for redundant At&t Internet Service. He quoted 100x100 circuit at $800.00 monthly and a 50x50 circuit at $730.00 monthly. Motion was made Michael Van Dyke to approve purchase of the 100x100 circuit at $800.00 a month. Motion was seconded by Chance Holmes.

Roll Call Vote: R. Gupton – Yes J. Head – Yes

 C. Holmes – Yes N. Johnson – Yes

 G. Martin – Absent J. Ring – Yes

 F. Stubblefield – Yes M. Van Dyke- yes

 B. Dean- Yes

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

1. Koorsen Fire & Security – IT-Skylar said we have a quote for a redundant fire suppression tank, they stated clean agent is not cheap it could be gone for 3-4 months to get back to us, so another tank could carry on. The quote for another tank would be $5,525.20. Motion made by Michael Van Dyke to purchase the

redundant suppression tank for $5,525.20. Motion was seconded by Russell Gupton.

Roll Call Vote: R. Gupton -Yes J. Head – Absent (had to leave)

 C. Holmes – yes N. Johnson – Yes

 G. Martin – Absent J. Ring – Yes

 F. Stubblefield – yes M. Van Dyke – Yes

 B. Dean – Yes

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

Note: Question was asked about a Back-Up site for Dispatch, Bruce Dean suggested looking into an off-site. Rachael and Jason will begin working on this now.

2021-01-08 Old Business

 N/A

2021-01-09 New Business

 N/A

2021-01-10 Adjournment -Meeting adjourned at 10:55 a.m.

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

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Cathy C. Lowe, Typist