State of Tennessee County of Robertson

 Robertson County Emergency Communications District (E-911)

 Board Minutes for February 18th, 2020

**2020-02-01 Call to Order**

The regular scheduled 911 Board meeting was called to order by the Chairman, Bruce Dean at 9:00 a.m.

**Roll Call** – by Cathy Lowe

Jason Head – Present Chance Holmes – Present

Nancy Johnson – Present Gwen Martin – Absent, Excused

Jim Ring – Present Faye Stubblefield- Absent, Excused

Michael Van Dyke – Present Russell Gupton – Present

Bruce Dean – Present

 (7) Present (2) Absent (2) Excused

**Others Present**: GIna Holt, Ryan Martin, Jeff Glodoski, Madison Burnett, Patrick

McLaughlin, Skylar Tackett, Mike Wilhoit, Cathy Lowe, Mayor-Billy Vogle.

**2020-02-02 Review Meeting Agenda**

**2020-02-03 Recognition of Visitors**

**2020-02-04 Review Minutes of February 18th, 2020**

Chairman, Bruce Dean asked all board members present to review the minutes at this time. Motion made by Russell Gupton to approve the minutes as presented. Motion was seconded by Jim ring. No questions. All in favor, motion carried.

**2020-02-05 Review Financial Report for January 31st, 2020**

Chairman, Bruce Dean asked all the board to review the January 31st, 2020 Financial Report at this time. Motion was made by Jason Head to approve the January 31st, 2020 Financial Report at this time. Motion seconded by Nancy Johnson.

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

 N. Johnson – Yes G. Martin – Absent

 J. Ring – Yes F. Stubblefield – Absent

 M. Van Dyke – Yes R. Gupton – Yes

 B. Dean – Yes

 Vote of: (7) Yes (2) Absent (2) Excused

***NOTE:*** Interim Director – Mike Wilhoit mentioned that there was $68,000.00 that was received from the TECB (one time only) distribution to all 911 districts, that was not distributed into budget line items. Motion made by Jason Head to accept the funds. Motion seconded by Russell Gupton.

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

 N. Johnson – Yes G. Martin – Absent

 J. Ring – Yes F. Stubblefield – Absent

 M. Van Dyke – Yes R. Gupton – Yes

 B. Dean – Yes

 Vote of: (7) Yes (2) Absent (2) Absent

Mike Wilhoit presented the Amendment sheet to all board members to review.

 911 Budget Amendments

**Transfer to Expenditures From:**

46990-3020 TECB Excess funds Distribution $ 40,027.00

46980-5006 TECB and Reimbursements $ 11,413.00

 ($ 51,440.00)

**Transfer To:**

790-4305 Equipment Not Capitalized $ 13,240.00

1308-Communication $ 38,200.00

 $ 51,440.00

Sheila Tillman, 911 Acct.

Please make the above amendment correction for the 20196-2020 Budget Year.

Thank you for your time and cooperation to this matter.

Motion made by Russell Gupton to accept the 2-18-2020 amendments above. Motion seconded by Nancy Johnson.

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

 N. Johnson – Yes G. Martin – Absent

 J. Ring – Yes F. Stubblefield – Absent

 M. Van Dyke – Yes R. Gupton – Yes

 B. Dean – Yes

 Vote Of: (7) Yes (2) Absent (2) Excused

**2020-02-06 Reports from Committees**

1. **Interim Director-Mike Wilhoit**
2. **Garbage Disposal** – Wilhoit Plumbing fixed this.
3. **(2) Dispatch Consoles** – Propped up with a piece of the back of the console. On 02-23-2020 parts will be here, it will cost $600.00…..
4. **Refrigerator** - No ice maker and no water, it will cost $500.00 to fix. (going to Lowe’s and get another one. Purchased a new one at Lowe’s for $900.00…….
5. **Weather Radar** – Mike stated that IT-Skylar Tackett has this up and running now.
6. **Back-Up** – all the back-up we have is On-site to hard-drive. It is $4.00 a month for the ECC and at 911-Addressing, to back-up off site.
7. **Roof in Women’s Bathroom** – This is not a roof leak – the leak is a vent that runs from side of building. This will be repaired for approx. $1,500.00.
8. **KeyPad Back Door** – part of new security system.
9. **Bulbs** – There are bulbs NOT WORKING on the outside of building as well as inside. Inside Lights were a lightening issue…..
10. **Web-Site-** 911 Website is up and running. Additions and corrections have been made.
11. **Comcast-Internet –** We do not have a back-up internet if Comcast goes down. Skylar Tackett has talked with At&**t** to have a redundant system as a back-up………….
12. **DeFibrillator Broke -** Mike found up under his desk, not working. Russell Gupton, EMS got new battery and pads.
13. **Halon Fire Repair –** DischargeHose 10 years old, needs to be replaced every 5 years. The cost will be $836.00.
14. **Admin. Rights to CAD** – Mike had stated that Chief Pat Brady had called to get traffic reports, and at that time no one was here that could do them but Hope Petersen. Mike Wilhoit now has all (4) Dispatch Supervisors and IT-Skylar Tackett set up to do these reports when needed.
15. **Addressing Policy** – **Opts. 15 Addressing & Road Naming**

Mike discussing some previous minutes and the 911 board approved the DRAFT Copy of this policy. Jason Head made the motion to accept the DRAFT Copy of the OPTS. 15 Addressing & Road Naming Policy. Motion seconded by Russell Gupton.

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

 N. Johnson – Yes G. Martin – Absent

 J. Ring – Yes F. Stubblefield – Absent

 M. Van Dyke – Yes R. Gupton – Yes

 B. Dean – Yes

 Vote of: (7) Yes (2) Absent (2) Excused

**Note:** Mike Wilhoit mentioned a Public Service for 911 Addressing has been completed this week and will go out next week.

1. **Policy Manual (Holiday, Vac. Sick) –** Mike Wilhoit will make the Employee Manual corrections to the following policies.

3.16-Vacation Pay

3.18-Vacation Leave Pay

3.19-Sick Leave Pay

Motion was made by Michael Van Dyke to get these corrections made to the Employee Manual. Motion was seconded by Nancy Johnson.

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

 N. Johnson – Yes G. Martin – Absent

 J. Ring – Yes F. Stubblefield – Absent

 M. Van Dyke – Yes R. Gupton – Yes

 B. Dean – yes

 Vote of: (7) Yes (2) Absent (2) Excused

1. **Generator** – Hope starting working on generator issues back 10-19-2019 – on 1-22-2020 part ordered on generator. There is a diesel (1,000-1,100) tank under the generator. Man here 12 hours finds a pin hole in tank, (got it fixed) some water in diesel.

The cost now is $1,560.00; it’s running now. Mike Wilhoit suggested we need a preventative maintenance.

1. **Security System** – Mike mentioned the security cameras in dispatch, he was told lightening hit them. He stated to the board there are 28 cameras on building when built. (13) work maybe Yes or no.

**Mike has gotten a new Security System proposing:**

**10 Cameras -** Hardware and Software $16,000.00

Access Control – (5 doors) (5-keypads or fobs) $18.500.00

Gate Intercom Upgrade – (will go to each console) $ 3,700.00

 $ 38,200.00

Mike Wilhoit mentioned that the RCECD received two payments from the TECB around November 6, 2019.

1. From TECB $40,000.00
2. From TECB $28,000.00

Total $68,000.00

1. **Dispatch Computers** – Mike stated that all computers need to be on Windows 10. To replace 7 computers and 28-monitors will be approx. $11,000.00………….
2. **(4) Televisions in Dispatch** – (they are Plasma TV’s) Mike reported they are burnt up. The back-wall TV shows the Weather Channel. Replacing all (4) TV’s as LEDS, will be $2,240.00……….
3. **EOC Training Room** – Mike explained to the board that a lot of the equipment in the conference room does not work. The IT, Skylar know someone who can re-design or update the communications room. Mike said for all the board members to think about what they would like to see completed in the communications room.
4. **Staffing Levels**: We have 19 Full-Time employees

We have 4 Part-Time employees

 Currently 1 Full-Time short

 Currently 2 in training for 4 months

Mike stated the amounts of overtime for dispatcher, supervisors, etc., for the years 2017, 2018, 2019………. Mike mentioned that the line items for over time were always the same from year to year, with more spent each year.

**Note**: Cathy Lowe to check on Vacation time that was paid out to dispatch employees.

**2020-02-07 Old Business**

1. **MTAS & CTAS –** Mayor Billy Vogle stated that Hope Petersen was to get with MTAS/CTAS and get all papers sent to Rex Barton w/MTAS. Billy Vogle & Jason Head said they would call Rex Barton and CTAS. Mayor, Vogle said he would get the meeting set up.

**Gina Holt –** Springfield city Manager said the consolidation was the best solution.

Mayor, Billy Vogle mentioned that the State would be giving the county and cities more funding.

Mayor Vogle will get meeting together with the City Mayors as well. MTAS will assist with all the paperwork.

**2020-02-08 New Business**

1. **Generator –** Mike Wilhoit needing authority to seek further action to get this working.
2. **Cameras, Gate –** this needs to be a SEALED BID – Mike Wilhoit to get sealed bids together.

Note: If price under $10,000.00 we can get (3) quotes…………….

**2020-02-09 Adjourn**

Meeting was adjourned at 10:40 a.m.

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bruce dean – chairman gwen martin – sEcretary-treasurer

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Cathy C. Lowe

RCECD-911 Addressing

Coordinator/mgr. (Typist)