State of Tennessee County of Robertson

Robertson County Emergency Communications District E-911

**Board Meeting Minutes – May 19, 2020**

**2020-05-01 Call to Order**

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

**Roll Call - Present**: Jason Head, Jim Ring, Michael Van Dyke, Chance Holmes, Faye Stubblefield,

Nancy Johnson, Gwen Martin, Russell Gupton, Bruce Dean.

**Others Present:** Chad Gregory, County Mayor - Billy Vogle, 911 Director, Rachael Payne, Ass’t. Director, Jason Pentecost, Mike Wilhoit, IT-Skylar Tackett, Cathy Lowe.

**2020-05-02 Review Meeting Agenda**

**2020-05-03 Recognize Visitors**

**2020-05-04 Review Minutes of March 10, 2020 (Special Called Meeting)**

Motion was made by Michael Van Dyke to approve the minutes of March 10, 2020. Motion was seconded by Jim Ring. No questions, all in favor, motion carried.

**Review Minutes of April 21, 2020**

Motion made by Michael Van Dyke to approve the minutes of April 21, 2020. Motion was seconded by Russell Gupton. No questions, all in favor, motion carried.

**Review Minutes of April 28, 2020**

Motion made by Michael Van Dyke to approve the minutes of April 28, 2020. Motion seconded by Faye Stubblefield. NO question, all in favor, motion carried.

**2020-05-05 Approve Financial Report for April 30, 2020**

Financial Report being reviewed at this time. Motion made by Russell Gupton to approve the April 2020 Financial Report. Motion seconded by Faye Stubblefield.

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

*N. Johnson – Yes G. Martin – Yes*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Van Dyke – Yes R. Gupton -Yes*

*B. Dean – Yes*

*Vote of: 9-Yes 0 – Absent 0 – Excused*

**2020-05-06 Reports from Committees**

1. **911 Director, Rachel Payne**
2. **Roof over Generator** – The generator guy recommended putting tin roof over generator.
3. **Ass’t. Director’s – Job Description** – Rachael Payne presented the Ass’t Director’s job description to all the board for review. Michael Van Dyke said that on page 2 numbers 1-2-3 should be the Director’s responsibility with the Ass’t. Director helping if need be. Motion made by Russell Gupton to approve the Ass’t. Director’s job description with the above corrections being made. Motion seconded by Nancy Johnson.

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

*N. Johnson – Yes G. Martin – Yes*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Van Dyke – Yes R. Gupton – Yes*

*B. Dean – Yes*

*Vote of: 9 – Yes 0- Absent 0 – Excused*

1. **Pay-Scale Chart** – Rachel Payne did pay-scale chart for Director, Ass’t. Director, and IT. Michael Van Dyke suggested doing the Step Increases each year at 3.5%, the same as the dispatchers. All Agreed. Motion made by Michael Van Dyke to approve the Pay Scale Chart at 3.5% step increase each year for dispatchers and IT positions. Motion was seconded by Chance Holmes.

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

*N. Johnson – Yes G. Martin – Yes*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Van Dyke -Yes R. Gupton – Yes*

*B. Dean – Yes*

*Vote of: 9 – Yes 0 – Absent 0 – Excused*

1. **Address Flags** – Rachael Payne and Jason Pentecost stated that all address flags had been fixed once it was discovered.
2. **IT-Skylar Tackett spoke concerning the R-56 Audit w/Motorola**. Skylar mentioned the gate and the comcast connection. Skylar mentioned a new server for $7,400.00.

Skylar said the server would hold (4) within the one.

It was stated that we have had lightning strikes to our facility in 2010, 2014, 2018 and this year. If not fixed our insurance company could cancel our insurance.

The R-56 Audit to not exceed $9,000.00. The board asked Skylar to proceed with the Audit.

\*Motion made by Russell Gupton to have Skylar proceed with the R-56 Audit w/Motorola and not to exceed the $9,000.00. Motion was seconded by Nancy Johnson.

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

*N. Johnson – Yes G. Martin – Yes*

*J. Ring - Yes F. Stubblefield – Yes*

*M. Van Dyke – Yes R. Gupton – Yes*

*B. Dean – Yes*

*Vote of: 9 – Yes 0 – Absent 0 – Excused*

\*\*Motion to purchase the Server @ $7,479.75, and will come out of

Line Item #790-4305-Equipment not Capitalized by Nancy Johnson. Motion seconded by Michael Van Dyke.

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

*N. Johnson – Yes G. Martin – Yes*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Van Dyke – Yes R. Gupton – Yes*

*B. Dean – Yes*

*Vote of: 9-Yes 0-Absnet 0-Excused*

\*\*\*Motion made by Nancy Johnson to approve the Emergency Purchase of the Roof over the Generator for $900.00. Motion seconded by Faye Stubblefield.

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

*N. Johnson – Yes G. Martin – Yes*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Van Dyke – Yes R. Gupton – Yes*

*B. Dean – Yes*

*Vote of: 9 – Yes 0-Absent 0 – Excused*

Mike Wilhoit mentioned that Craig with Fences Unlimited said we need to ground the gate boxes, and that would cost $700.00.

1. **Trim-Co.** – Mike Wilhoit spoke concerning the leak in the women’s bathroom ceiling.

Trim Co. stated they could do a 5-step patch and repair

Install new backing – Trim Seal, Pro – Waterproof all brick at cost $3,500.00

Skylar will call Trim Co. to get this work started.

Motion made by Nancy Johnson to go ahead and get Trim Co. started on these repairs. Motion was seconded by Jim Ring.

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

*N. Johnson – Yes G. Martin – Yes*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Van Dyke – Yes R. Gupton – Yes*

*B. Dean – Yes*

*Vote of: 9-Yes 0-Absent 0 – Excused*

1. **2019-2020 Budget Amendments 5-19-2020**

**Transfer Expenditures From:**

148-4004 Full Time Dispatchers 8150.00

790-4305 Equipment Not Capitalized 8500.00

524-4418 Staff Development 800.00

**Total (17450.00)**

**Transfer To:**

103-4003 Assistant Director 8150.00

335-4333 Building Maintenance 8500.00

320-4405 Dues and Memberships 800.00

**Total 17450.00**

Motion made by Michael Van Dyke to approve the amendments on May 19, 2020 to be made to the 2019-2020 Budget. Motion seconded by Russell Gupton.

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

*N. Johnson – Yes G. Martin – Yes*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Van Dyke – Yes R. Gupton – Yes*

*B. Dean – Yes*

*Vote of: 9 – Yes 0 – Absent 0- Excused*

1. TECB-Funding Increase – Mike Wilhoit

Mike stated that the TECB board met on May 6, 2020, Robertson Co. ECD could be getting a funding increase of around $118,000.00-$155,000.00 in June 2020.

1. Mike also said that all applicants that applied for 911-Director position have been mailed a letter from Bruce Dean, Board Chairman.

**2020-05-07 Old Business**

Mike Wilhoit presented the 2020-2021 Budget to the 911 Board. Mike mentioned only 2-3 line items had been changed. Line Item for Assistant Director’s Position

Dispatch Over-Time

& Longevity Pay

Mike Wilhoit stated to the board that the 2020-2021 budget they reviewed is a balanced budget. Motion made by Michael Van Dyke to approve the 2020-2021 Budget. Motion seconded by Faye Stubblefield.

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

*N. Johnson – Yes G. Martin – Yes*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Van Dyke – Yes R. Gupton – Yes*

*B. Dean – Yes*

*Vote of: 9 – Yes 0-Absent 0 – Excused*

Robertson County Mayor, Billy Vogle mentioned that he had already had to shut down one of his county offices due to COVID-19. He just asked the 911 Board to make sure they or get a plan in place if need be here at the Springfield-RCECD-911 Center, all the board agreed there needs to be one in place.

**2020-05-08 New Business**

Nancy Johnson asked if we were going to have anything done to the 911-Vehicle.

She stated paint coming off the roof & sides at windows. Suggestion was made to get (3) quotes on having it painted. All agreed. Cathy Lowe will get (3) quotes.

**2020-05-09 Adjournment**

Chairman, Bruce Dean asked for motion to adjourn, so moved by Nancy Johnson.

Meeting adjourned at 10:00 a.m.

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

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Typist, Cathy C. Lowe