State of Tennessee County of Robertson

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

*Minutes of July 21, 2020*

**2020-07-01 Call to Order**

The regular scheduled meeting was called to order by Chairman, Bruce Dean at the regular time.

**Roll Call - J. Head – Present C. Holmes – Absent, excused**

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

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

**M. Van Dyke – Absent, excused R. Gupton – Present**

**B. Dean – Present**

**Present: (5) Absent (4) Excused (4)**

**2020-07-02 Review Meeting Agenda**

**2020-07-03 Recognize Visitors**

**2020-07-04 Approval of June 16, 2020 Minutes**

Minutes are being reviewed at this time. Motion made by Jason Head to approve the minutes as read. Motion was seconded by Russell Gupton. All in favor, no questions, motion carried.

**2020-07-05 Approval of Financial Report – June 30, 2020**

Motion was made by Faye Stubblefield to approve as presented. Motion was seconded by Jason Head.

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

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

*J. Ring- Absent, excused F. Stubblefield – Yes*

*M. Van Dyke-Absent, excused R. Gupton – Yes*

*B. Dean – Yes*

*Vote Of: (5) Yes (5) Absent (5) Excused*

**2020-07-06 Reports from Committees**

1. 911-Director, Rachael Payne

Ass’t. Dir., Jason Pentecost

IT-Tech. – Skylar Tackett

**Skylar reported:**

1. **E-Agent –** and call taking systems have arrived, unknown installation date

at this time for the phone system. E-Agent will be live, July 31st.

1. **Flat Earth –** we will be purchasing a firewall for approximately $1,900.00. There will be a fee of $1,800.00 per year for service and monitoring. We think it is a good idea to use them for at least a year while all the technology swaps are happening. Motion made by Faye Stubblefield to purchase the firewall. Motion was seconded by Jason Head.

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

*N. Johnson-Absent, excused G. Martin – Yes*

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

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

*B. Dean – Yes*

*Vote Of: (5) Yes (4) Absent (4) Excused*

1. **R-56 Audit Findings (Lightening Audit)–** several things that we need to get grounded, including consoles in dispatch. Cost of repairs will be $7,995.00 with a $750.00 credit from having the audit done.

Motion made by Faye Stubblefield to pay the above amount w/credit. Motion was seconded by Jason Head.

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

*N. Johnson-Absent, excused G. Martin-Yes*

*J. Ring-Absent, excused F. Stubblefield – Yes*

*M. Van Dyke-Absent, excused R. Gupton – Yes*

*B. Dean – Yes*

*Vote Of: (5) Yes (4) Absent (4) Excused*

1. **Refinish/Repaint Parking Lot** - a. J & A - $4,560.00

b. Crown Paving - $4,700.00

c. Sessions - $5,675.00

Motion was made by Russell Gupton to go with Crown Paving for $4,700.00. Motion was seconded by Faye Stubblefield.

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

*N. Johnson-Absent, excused G. Martin – Yes*

*J. Ring-Absent, excused F. Stubblefield – Yes*

*M. Van Dyke – Absent, excused R. Gupton – Yes*

*B. Dean – Yes*

*Vote Of: (5) Yes (4) Absent (4) Excused*

1. **Tremco**– completed repairs for leak in women’s restroom, at this time we believe it is fixed, but waiting on some more rain before ceiling is repaired.

**911-Director, Rachael Payne**

1. **Rachael stated to the board we will receive $280.000.00 from TECB yearly.**

(this is from Rate Increase change)

We will receive the 1st check this month in the amount of $111,000.00……

We will get the rest in January 2021.

1. **14-Total (step raises)** Include: (4-Part-time / 1-IT-Tech. / 9-Full-time)
2. Rachael mentioned **yearly maintenance contracts** have been renewed including Greer, ESSE, Korsen Fire and Eaton.
3. **Rachael mentioned the paging (EMS-Sta. 6)** and the issue Greer discovered. Our frequency for paging and the Meriweather Lewis Electric Co. are very close and they are bleeding over onto us. We have contacted them and are waiting on a callback before taking it further. If issue cannot be resolved through them, it may have to go to the FCC.
4. **COVID-19 Policy or Pandemic Policy** – (policy to cover all)

Rachel presented the counties Covid-19 Policy that was adopted. She thought it seemed redundant to talk w/Jeff Beemer and have him assist in writing the same policy. It was her suggestion to adopt the counties policy to cover this pandemic. Jason Head mentioned that the city reimbursed sick time back to employees. Russell Gupton agreed. Motion made by Jason Head to approve the Counties COVID-19 Policy. Motion was seconded by Gwen Martin. Faye Stubblefield suggested looking into a general pandemic policy to keep in the permanent policy manual. Rachael and Jason stated they would look into getting a general policy in place and report back. All in favor, no questions, motion carried.

1. Rachel stated that **Jason Pentecost needed to have a work call phone also.** Motion was made by Russell Gupton to purchase Jason Pentecost a cell phone with Verizon. Motion was seconded by Faye Stubblefield.

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

*N. Johnson – Absent G. Martin – Yes*

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

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

*B. Dean – Yes*

*Vote Of: (5) Yes (4) Absent (4) Excused*

1. Rachael mentioned that the **ECC Cleaning Contract** expires in Sept. 2020.

Rachel stated the current company is not doing a very good job. The board ask Rachael to go ahead with getting the bids for a new cleaning service.

1. **911 Vehicle – Painted** – Rachael stated the (3) bids to have 911 Vehicle painted. Riselman received the bid at $3,040.00 (Old Cunningham)

All Agreed to go with Riselman.

1. **Cell Phone Policy** – Rachael mentioned that Hope took away cell phones, electronic devices, etc. Policy was modified allowing dispatchers to have phones again with certain restrictions. Motion made by Russell Gupton to approve the modifications to the Cell Phone Policy. Motion was seconded by Faye Stubblefield.

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

*N. Johnson – Absent G. Martin – Yes*

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

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

*B. Dean – Yes*

*Vote Of: (5) Yes (4) Absent (4 Excused)*

1. Rachael mentioned that we need to have in the minutes where **the board voted on removing Hope Petersen off the Checking Acct. as well as all** **CD’S.** Motion made by Russell Gupton to have Hope Petersen removed from the checking acct. at Farmers & Merchants Bank as well as all CD’S. Motion was seconded by Jason Head.

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

*N. Johnson, Absent G. Martin – Yes*

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

*M. Van Dyke, Absent R. Gupton – Yes*

*B. Dean – Yes*

*Vote Of: (5) Yes (4) Absent (4) Excused*

1. **Rachael mentioned a solution to get rid of so much over-time.**

Rachael suggested hiring 2 more Full-Time Dispatchers at $111,000.00 w/benefits,also hire 2-Part-Time w/training of 40 hours per week for 16 weeks possibly for $9,400.00 each (depending on time needed to train), total of $18,800.00. Jason Head & Bruce Dean explaining to the rest of the board how this will affect the % that the cities will pay for dispatching.

Bruce Dean asked for more information. Faye asked Rachael to e-mail all the information to the board and Jason Head suggested table until next meeting and to get more information together.

1. Jason Pentecost brought before the board **Southern Software-AVL for EMS** units. They have developed an interface that will allow us to add EMS- AVL to our CAD System. The cost will be $3,100.00 for the interface and $1,250.00 per year maintenance fee. This will allow us to see EMS units on our current mapping system without EMS having to change AVL Software.

We have for Law Enforcement already, and it can also be done for FIRE later. Jason Head made the motion to purchase the Southern Software-AVL

In the amount of $4,350.000. 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 – Absent R. Gupton – Yes*

*B. Dean – Yes*

*Vote of: (5) Yes (4) Absent (4) Excused*

1. **Select Advantage** – Jason presented a new testing for Pre-Employment with Select Advantage. It is a test that is similar to the personality test given for the director’s position. The cost is $25.00 per person, $35.00 per supervisor candidate, and an initial setup fee of $250.00.

Motion made by Faye Stubblefield to purchase the Select Advantage Testing Software. 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 – Absent R. Gupton – Yes*

*B. Dean – Yes*

*Vote Of: (5) Yes (4) Absent (4) Excused*

1. Rachel and Sklyar mentioned having the board meeting Video Conferenced. Sklyar stated that the monthly fee would be $13.50, the board all agreed not to do at this time.

**2020-07-07 Old Business**

N/A

**2020-07-08 New Business**

Jason Head asked if all the 911 Board correspondence could be sent out around 5 days before the next meeting so the board would have ample time to review.

Cathy and Rachael said no problem…………….

**2020-07-09 Adjournment**

Meeting was adjourned at 10:10 or so.

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

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**Typist, Cathy C. Lowe**