State of Tennessee County of Robertson

Robertson County Emergency Communications District (E-911)

Minutes of August 18, 2020

**2020-08-01 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

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

**C. Holmes – Present N .Johnson – Present**

**G. Martin – Present J. Ring – Present**

**F. Stubblefield- Absent (on her way) M. Van Dyke – Present**

**B. Dean – Present**

**8 – Present 1-Absent 1-Excused**

**Others Present:** Madison Burnett – Chad Gregory – Richard Head – Jeff Glodoski

Co. Mayor, Billy Vogle – Rachael Payne – Jason Pentecost – Skylar Tackett – Cathy Lowe.

**2020-08-02 Review Meeting Agenda**

**2020-08-03 Recognize Visitors**

**2020-08-04 Approval of July 21st, 2020 Minutes**

Bruce Dean asked all to review the minutes as prepared. Motion made by Russell Gupton to approve the July 21, 2020 Minutes as presented. Motion seconded by Gwen Martin. All in favor, no questions, motion carried.

**2020-08-05 Approval of July 31, 2020 Financial Report**

Bruce Dean asked all the board to review the July 2020 financial Report. No questions. Motion made by Russell Gupton to approve the July 2020 Financial Report 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 – Yes J. Ring – Yes*

*F. Stubblefield – Absent, (excused)M. Van Dyke – Yes*

*B. Dean – Yes*

*Vote Of: 8-Yes 1- Absent 1-Excused*

**2020-08-06 Reports from Committees**

1. **IT-Tech – Skylar** reported on the Mission Critical – Penetration Test (this would determine if anyone within our system would be compromised, us with them or them with us). The TECB will be paying $14,000.00, our part would be $5,500.00, and this would need to be done every 2-3 years.

Michael Van Dyke asked what line item would pay for this. Rachael stated the additional 911-Tariff funds would pay for it, we have received partial payment already. Motion was made by Michael Van Dyke to purchase the Mission Critical-Penetration Test in the amount of $5,500.00. 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: 9-Yes 0-Absent 0-Excused*

Let the minutes reflect that Mrs. Faye Stubblefield arrived at 9:10 a.m.

Michael Van Dyke asked if we had insurance coverage on people stealing our data. The county just voted to go with this also. Rachael will check into this.

1. **Ass’t. Director – Jason** presented maps to the board that showed some areas of the county that needed some corrections done for calls to validate in the CAD. Jason explained that our data was not connecting in areas within the county. Jason presented that we need (1) upgrade for Dee Dee’s computer and the cost would be $4,675.00 with a support fee of $1,500.00.

Michael Van Dyke stated to do a budget amendment at the September 2020 board meeting.

1. **911-Director, Rachael Payne** – Explained to the board that we have (2) training jacks at this time in dispatch, she said if one goes down, then you have one working, she would like to have (2) more installed. Greer Communications would do this and to install would cost $1,639.00.

Motion made by Michael Van Dyke to install 2 more training jacks indispatch. Motion was seconded by Jim Ring.

*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: 9-Yes 0-Absent 0-Excused*

1. **Rachael presented the quotes for the ECC-Cleaning Contract** - Cleaning will be done twice a week.
2. Deliria Hodges – Springfield - $545.00 a month
3. Quality Cleaning Solutions – Greenbrier - $500.00 a month
4. Robin Dyer - $50.00 each cleaning (had her 5 years ago)

Motion made by Russell Gupton to go with robin Dyer at $50.00 a cleaning. 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: 9-Yes 0-Absent 0-Excused*

1. **Rachael** stated that the **Interlocal Agreement** has all signatures except Coopertown. She also said all city checks have been received.
2. **Rachael** presented the board with more figures for the staffing suggestion that she presented at the July 2020 board meeting. Rachael stated we pay approx. $890,000.00 now, with new figures presented she said the cost would be $819,000.00, a savings of around $71,000.00 (Rachael stated that this would not be visible until next budget year). These figures included (2) Full-time positions and (2) Part-Time positions. Discussion from several board member Michael Van Dyke suggested laying this out with more information for the 2-Full-Time and 2-Part-Time positions.

Motion was made by Michel Van Dyke to go ahead and reclassify an employee for the 4th Supervisor position. The total for this would be an $2,933.00 increase a year. Motion was seconded by Faye Stubblefield.

*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: 9-Yes 0-Absent 0-Excused*

**2020-08-07 Old Business**

1. **Cathy Lowe** mentioned that the 911 Vehicle was at Cunningham being painted should get it back this week.
2. **Rachel –** mentioned the people working on the parking lot have not started due to weather, and now are getting us worked back into their schedule.
3. **Rachael –** stated we are still working on the Pandemic Policy.

**2020-08-08 New Business**

Jason Head suggested getting the Radio Communications Committee together.

Jason Head make the recommendation to put Chad Gregory on the Committee as a Fire Representative, Jason Head also added Houston Evans with the SPD. Michael Van Dyke added Jason Putnam with RCSO. Jim Ring added Jeremy Sisk, with WPD. Several suggested Jason Pentecost with RCECD-(911) since Jason has been familiar with the system from the start. The 911 Board also made Jason Pentecost the Chairman of the Radio Communications Committee. Michael Van Dyke mentioned that our current radio system is now 8-9 years old.

Motion was made by Nancy Johnson to approve the (5) member radio communications committee. Motion was seconded by Chance Holmes

*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: (9) Yes (0) Absent (0) Excused*

**2020-08-09 Adjournment**

The 911 Board Meeting was adjourned at 9:56 a.m.

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

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Typist, Cathy C. Lowe