State of Tennessee County of Robertson

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

 **Minutes of September 15th, 2020**

**2020-09-01 Call to Order**

The regular scheduled 911 board meeting was called to order by the Chairman, Bruce Dean at 9:00 a.m. at the Springfield-Robertson Co. ECC.

**Roll Call by Cathy Lowe**

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

*C. Holmes – Present N. Johnson – Absent, called-excused*

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

*F. Stubblefield – Absent M. Van Dyke – Present*

*B. Dean – Present*

 (6) Present (3) Absent (3) Excused

**Others Present:** Madison Burnett – Vo. Mayor, Billy Vogle – Chad Gregory – Richard Head – Skylar Tackett – Rachael Payne – Jason Pentecost – Dee Dee Perry – Cathy Lowe.

**2020-09-02 Review Meeting Agenda**

**2020-09-03 Recognize Visitors**

**2020-09-04 Approval of August 18, 2020 Minutes**

The Chairman, Bruce Dean asked all the board to review the 8-18-2020 minutes at this time. Motion was made by Russell Gupton to approve the 8-18-2020 minutes. Motion was seconded by Michael Van Dyke. All in favor, no questions, motion carried.

**2020-09-05 Approval of August 31, 2020 Financial Report**

Chairman, Bruce Dean asked all board members to review the August 31st, 2020 Financial Report. Motion made by Russell Gupton to approve the Financial Report of 8-31-2020. Motion seconded by Jason Head.

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

 *C. Holmes – Yes N. Johnson – Absent*

 *G. Martin – Yes J. Ring – Absent*

 *F. Stubblefield – Absent M. Van Dyke – Yes*

 *B. Dean – Yes*

 *Vote of: (6) Yes (3) Absent (3) Excused*

**2020-09-06 Reports from Committees**

1. 911-Director, Rachael Payne
2. **Phone System** – 12-2 thru 12-17 being installed –go live on 12-16
3. **Parking Lot** – being re-surfaced this week
4. **Interlocal Agreement** – Signed by all
5. **Old Equipment (Surplus)** – all dead equip. - list attached w/minutes

Items that were recycled, and no money was received.

1. Desk Top PC’s - (8)
2. Monitors – (30)
3. 2020 Lightening Damage Items – (12)
4. 2014-Lightening Damage Items – (19)
5. Old Security System PC’s – (2)
6. Old Security Cameras – (6)
7. IP Telephones – (7)
8. Plantronics Headset Dongle – (4)

Motion made by Russell Gupton to approve these items as surplus that were re-cycled and no money received. Motion seconded by Jason Head.

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

 *C. Holmes – Yes N. Johnson – Absent*

 *G. Martin – Yes J. Ring – Absent*

 *F. Stubblefield – Absent M. Van Dyke – Yes*

 *B. Dean – Yes*

 *Vote Of: (6) Yes (3) Absent (3) Excused*

1. **Part-Time Benefits Policy Change** – All board members were given a copy of the part-time benefits policy to review. Motion made by Michael Van Dyke to accept the policy change for part-time benefits. Motion was seconded by Russell Gupton.

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

 *C. Holmes – Yes N. Johnson – Absent*

 *G. Martin – Yes J. Ring – Absent*

 *F. Stubblefield – Absent M. Van Dyke – Yes*

 *B. Dean – Yes*

 *Vote Of: (6) Yes (3) Absent (3) Absent*

1. **New Employees** – Michael Van Dyke and Jason Head said it would be best to wait and add these new employees into the 2020-2021 Budget Year.
2. **GIS-Software** – Rachael mentioned that Dee Dee Perry was present to answer any questions that the board may have on purchasing the GIS – Software – ESRI Standard Upgrade for $4,675.00 (and only for Dee Dee Perry’s computer). The maintenance will be $1,500.00 and it will be added into next years budget.

Motion was made by Michael Van Dyke to approve the purchase of the ESRI-Standard upgrade for Dee Dee Perry’s computer. Motion was seconded by Chance Holmes.

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

 *C. Holmes – Yes N. Johnson – Absent*

 *G. Martin – Yes J. Ring – Absent*

 *F. Stubblefield – Absent M./ Van Dyke – Yes*

 *B. Dean – Yes*

 *Vote Of: (6) Yes (3) Absent (3) Excused*

*Note: Cathy Lowe, 911 Addressing Coordinator mentioned to the board that Kathy Hamsley with Election Commission asked if we would not change any more roads until after the November 2020 election was over. Cathy L. agreed not to send anymore until November 15, 2020. All board members understood and are o.k. with this.*

1. **Budget Amendments** – Rachael presented the board with the 20-21 Budget Amendments at 9-15-2020 Board Meeting.

**Increase Revenue**

544590-5006 TECB Subsidies 152,222

51190-3060 Local Government Contracts 1,557.285

**TOTAL 1,709.507**

**Decrease Revenue**

5004-Primary Government Subsidies 701,973

5005-Otjher Local Government Subsidies 855,312

**TOTAL (1,557,285)**

**Increase Expenditures**

333-4413 Licenses and Fees 1,082

334-4339 Maintenance and Warranty Contracts 600

471-4434 Software and Licensing 7,775

338-4253 Maintenance and Repairs – Vehicle 4,000

335-4333 Maintenance and Repairs – Building 4,700

334-4431 Maintenance Agreements 1,500

**TOTAL 19,657**

**Transfer Expenditures From:**

359-4299 Disposal Fees 700

399-4299 Other Contracted Services 5,550

328-4337 Janitorial Services 8,000

190-4199 Accrued Leave Benefit Current 10,000

**TOTAL (24,250)**

**Transfer Expenditures To:**

399-4399 Other Building and Facilities Costs 700

399-4333 Maintenance and Repair – Building 5,550

328-4333 Maintenance and Repair – Building 8,000

189-4013 Compensated Absences 10,000

**TOTAL 24,250**

Sheila Tillman with County Finance will make corrections to 2019-2020 Budget Year.

Motion was made by Michael Van Dyke to approve all budget amendments to the 2019-2020 Budget. Copy of Amendments attached with September 15, 2020 minutes.

Motion seconded by Russell Gupton.

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

 *C. Holmes – Yes N. Johnson – Absent*

 *G. Martin – Yes J. Ring – Absent*

 *F. Stubblefield – Absent M. Van Dyke – Yes*

 *B. Dean – Yes*

 *Vote Of: (6) Yes (3) Absent (3) Excused*

1. VPD Licenses – WE bought 100 Licenses $1,082.00 (onetime fee)

Motion made by Russell Gupton to approve the purchase of the VPN Licenses. Motion seconded by Gwen Martin.

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

 *C. Holmes – Yes N. Johnson – Absent*

 *G. Martin – Yes J. Ring – Absent*

 *F. Stubblefield – Absent M. Van Dyke – Abstain*

 *B. Dean – Yes*

 *Vote Of: (4) Yes (2) Abstain (3) Absent (3) Excused*

**2020-09-07 Old Business**

Ass’t Director, Jason Pentecost will send a notification of the 1st meeting for the Radio Communications Committee.

Russell Gupton also mentioned the CARES ACT (supplying radios to ambulance EMS.

**2020-09-08 New Business**

Jason Head mentioned the radio committee meeting soon.

2020-09-09 Adjournment

J. Head motion to adjourn, M. Van Dyke second approval to adjourn.

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

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**Typist, Cathy C. Lowe**