State of Tennessee County of Robertson

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

Minutes of May 18, 2021

**2021-05-01 Call to Order**

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

**2021-05-02 Roll Call**

J Head – Present C. Holmes – Present

N. Johnson – Present G. Martin – Absent

J. Ring – Present F. Stubblefield – Present

M. Van Dyke – Present M. Wilhoit - Present

B. Dean – Present

Present: (8) (1) Absent (1) Excused

Others Present: Richard Head, Madison Burnett, Chad Gregory, Jeff Glodoski, Tyler Head, Becca Warner, Rachael Payne, Jason Pentecost, Skylar Tackett, Cathy Lowe…….

**2021-05-03 Review Meeting Agenda**

**2021-05-04 Recognize Visitors**

**2021-05-05 Approval of May 18, 2021 – Minutes**

The minutes were reviewed by the board. Michael Van Dyke asked Cathy Lowe to correct the April 2021 minutes to reflect that he was present. Motion was made by Faye Stubblefield to approve the minutes with correction to be made for Van Dyke. Motion was seconded by Chance Holmes. No other questions, all in favor, motion carried.

Let the minutes reflect that Mrs. Gwen Martin arrived at 9:04 a.m.

**2021-05-06 Approval of April 2021 Financial Report**

Chairman asked all to review the April Financial Report as presented. Motion was made by Jason Head to approve the April 30, 2021 Financial Report. Motion seconded by Mike Wilhoit…

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 M. Wilhoit – Yes

B. Dean – Yes

Vote Of: (9) Present (0) Absent

**2021-05-07 Reports from Committees**

1. **Rachael Payne – 911 Director**
2. Budget Amendments – May 18, 2021

**Increase Revenue:**

46980-5006 TECB Grant & Reimbursements 16,300

**TOTAL 16,300**

**Increase Expenditures:**

101-4001 Director 50

301-4204 Accounting Services 1,000

307-4250 Utilities – General Telephone 3,000

335-4333 Maintenance/Repair Building 2,000

334-4339 Maintenance & Warranty Contracts 1,000

410-4340 Custodial Supplies 250

471-4434 Software & Licensing 9,000

**TOTAL 16,300**

**Transfer Expenditures From:**

169-4004 Part-Time Salaries Dispatchers 27,000

205-4104 Insurance (Medical & Life) 20,000

**TOTAL 47,000**

**Transfer To:**

148-SUPR-4005 Dispatch Supervisor 30,000

204-4108 State Retirement 4,000

524-4418 Staff Development 13,000

**TOTAL 47,000**

**Director, Rachael Payne** went over these with the board members. She explained that these amendments were coming out of TECB Revenue.

*Motion made by Mike Wilhoit to approve the May 18, 2021 Amendments be done. 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 M. Wilhoit – Yes*

*B. Dean – Yes*

*Vote Of: (9) Yes (0) Absent*

1. Lights – Replacing with LED, worked these up on State Contract.
2. Carpet – Rachael explained the state does not have a contract. Carpet has copper fibers, the cost is around $35,000.00, question asked if they damaged the walls while installing, would they take care of damages.
3. **Command Post** – Rachael reported to the board, she checked the pricing on a command post fully furnished with computers, radios, lights, chairs and generator for the amount of $145,000.00…………
4. **Rachael** talked with Sheila Tillman, our accountant, about doing away with some line items.

Jason Head asked about the debt on the 911 Communications Center. Jason Head mentioned that there were other buildings to use for a back-up station.

CAD License cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_each position in dispatch has a back-up but cannot be used with command post. Mike Wilhoit asked what would we need? CAD Software, Phone System, or Internet based………. Montgomery Co. is still our back-up at this time. Jason Head mentioned we need to take time to look at this.

Becca Warner, City of Coopertown Mayor asked about the salaries and the relief for last year. She mentioned in meetings she had attended the American Recovery Act. Mike Wilhoit suggested looking into the American Recovery Act.

1. 2021-2022 Budget

Rachael presented the 2021-2022 budget to all the board, explaining line items that had changes from the previous budget. Mike Wilhoit mentioned the amount Rachael had budgeted for the mobile command post for $27,000.00. Mike asked how we would pay for the rest. Rachael said with CD or checking account. Rachael had discussed this with Accountant, Sheila Tillman. Mike Wilhoit asked Rachel to call bond company and check and see if we could pay $50,000.00 a year (extra) directly on principle.

*Motion made by Chance Holmes to accept the 2021-2022 Budget as presented. Motion was seconded by Jason Head.*

*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 M. Wilhoit – Yes*

*B. Dean – Yes*

*Vote Of: (9) Yes (0) Absent*

1. Rachael asked the board if ok to proceed forward with the carpet in the amount of $35,000.00. Rachael stated that funding would go to Retained Earnings and would be bid out.
2. **Power Phone** – Rachael said power-phone is on server, and the training to be complete by July 01, 2021.
3. **State Board** – the meeting was May 05, 2021, Rachael gave updates from the TECB.

**2021-05-08 Adjournment**

Chairman called for meeting to adjourn.

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

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Typist, Cathy Carter-Lowe