State of Tennessee County of Robertson

 Robertson Co. Emergency Communications District (E-911)

 *Minutes of July 20th, 2021*

**2021-07-01 Call to Order**

The regular scheduled 911 board meeting was called to order by Chairman, Bruce Dean.

Roll Call: J. Head – Present C. Holmes – Absent, Excused

 N. Johnson – Present G. Martin – Present

 J. Ring – Present F. Stubblefield – Present

 M. Van Dyke – Present M. Wilhoit – Present

 B. Dean – Present

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

**Others Present**: Houston Evans, Madison Burnette, Bolen, Billy Vogle, Rachael Payne, Jason Pentecost, Skylar Tackett, Cathy Lowe…

**2021-07-02 Review and Approve Minutes of June 15, 2021**

Bruce Dean asking all board members to review the minutes of June 15, 2021 at this time. Motion was made by Mike Wilhoit to approve the minutes as reviewed. Motion was seconded by Jim Ring. No questions, all in favor, motion carried.

**2021-07-03 Review and Approval of June 30, 2021 Financial Report**

Bruce Dean asked all the board to review the July 30, 2021 Financial Report. Motion was made by Jason Head to approve the Financial Report as reviewed. Motion was seconded by Nancy Johnson.

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

 *N. Johnson, Yes G. Martin – Yes J. Ring – Yes F. Stubblefield – Yes M. Van Duke – Yes M. Wilhoit – Yes*

 *B. Dean – Yes*

 *Vote Of: (8) Yes (1) Absent (1) Excused*

**2021-07-04 Reports from Committees**

1. **911-Director, Rachael Payne (updates)**
2. Lighting – they are ordered and waiting for all to come in, then they will schedule the job
3. Refresher Training After Leave – This is a new policy we fell that needs to be added, with as many changes we have been making, as often as we have been making them, it’s necessary for returning employees to be refreshed on anything that may have been changed while they were gone. This policy would also require them to update any certifications that may have expired while they were out.

*Attached is the 6.12-Refresher Training After Leave*. Motion was made by Jim Ring to accept the 6.12-Refresher Training Course After Leave policy. Motion was seconded by Jason Head.

No questions, all in favor, motion carried.

1. OPS-01 – Call Taking

The policy was updated, I have highlighted the areas of change. The biggest change is how we handle 911 cell hang-up calls. Rachael stated that they would send emergency services to the residence or the call site on open line calls or hang-up calls. Policy attached with minutes.

1. OPS-18 – Power Phone Total Response Standard and Protocols

Rachael stated this is a new policy about using the Power-Phone Software. The training takes about 4-hours. Motion made by Mike Wilhoit to accept the OPS-18 Policy. Motion seconded by Nancy Johnson. No questions, all in favor, motion carried. Copy of policy attached with minutes.

1. OPS-02-Address Verification

Rachael stated this policy was updated. I have highlighted any changes that were made. The biggest change is how the addresses are verified. Copy of this policy attached with minutes. Motion made by Faye Stubblefield to accept the Policy OPS-02-Address Verification. Motion was seconded by Michael Van Dyke.

No questions, all in favor, motion carried.

1. Radios – Some places are using the grant for upgrading radio systems. Mission Critical also can administer the grant and can be paid for thru the grant. When this information is received, it will be sent to Mayor Vogle.

Cross Plains Tower has 95% coverage. Hillcrest Tower has 85% coverage, cost to re-do these towers will be at least $750,000.00 per tower. While being repaired we would work off of White House Tower. Jason Head mentioned roughly $8,000,000.00 for APX-8000, and the maintenance fee would no longer exist. Jason Head said you can control programming app. to use on cell phones as well.

Jason Head reported the state covers all maintenance and upgrades. Jason Head reported that there is less than $20,000.00 in the radio tower account. Mike Wilhoit said that federal money paid for a portion of the towers, he suggested contacting Federal government and see about federal funding.

Billy Vogle said the cities need to get on board with this. Mike Wilhoit said that the volunteer fire departments did not want to buy the original radios, Rachael said that nothing has been discussed with fire depts. yet.

Mayor Vogle suggested having all mayors come to a 911 meeting. Jason Head mentioned we still have not received the info., that we asked of Greer Communications several months ago.

Jason Head said the equipment in towers, Motorola has done this before, we use Greer Communications System while building the new system.

It was suggested to Rachael to get started on a 5-Year Budget for the future.

2021-07-05 Old Business

 N/A

* + 1. New Business
1. Jason Head mentioned (rumor) that the county school bus garage would like to have their radios through our dispatch. Mayor, Billy Vogle will check on this. Michael Van Dyke said Montgomery Co. does this.
2. Jason Head also brought up the cluster mailboxes that the postal service is requiring to be installed in all subdivisions. Jason stated that the City of Springfield will be working on a resolution for this requirement.

2021-07-07 Adjournment

Meeting was adjourned at 10:15 a.m.

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

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Typist, Cathy Carter-Lowe