State of Tennessee County of Robertson

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

Minutes of February 15, 2022

**2022-02-01 Call to Order**

The regular scheduled 911 Board Meeting was called to by the Chairman, Bruce Dean at 9:00 a.m. and the Emergency Communications Center.

***Roll Call****: Jason Head – Present Chance Holmes: Present*

*Nancy Johnson – Present Gwen Martin – Present*

*Jim Ring – Present Faye Stubblefield – Present*

*Michael Van Dyke – Present Mike Wilhoit – Present*

*Bruce Dean – Present*

*Present (9) Absent – (0)*

***Others Present: Becca Warner, Ryan Martin, Jeff Glodoski, Richard Head, Madison Burnett, Rachael Payne, Jason Pentecost, Skylar Tackett, Mayor, Billy Vogle, Cathy Lowe.***

***2022-02-02 Review Meeting Agenda***

***2022-02-03 Recognize Visitors***

Bruce Dean introduced Auditor, Bob Adams to the board. AT this time Bob explained the 2021 Audit to the board. Good Audit with NO Findings. Motion made by Michael Van Dyke to approve the 2021-Audit as presented. Motion was seconded by Mike Wilhoit.

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

N. Johnson – Yes G. Martin – Yes

J. Ring – Yes F. Stubblefield – Yes

Michael Van Dyke – Yes M. Wilhoit – Yes

B. Dean – Yes

Vote of: Yes – (9) Absent – (0)

**2022-02-04 Review & Approve Minutes of January 18, 2022**

Bruce Dean asked all to review the 01-18-22 minutes as presented. Motion made by Michael Van Dyke to approve the 01-18-2022 minutes as presented. Motion was seconded by Jason Head. All in favor, no questions, motion carried.

**2022-02-05 Review & Approval of Dec. 31, 2021 - Financial Report**

**Of Jan. 31, 2022 – Financial Report**

Board members reviewing the Dec. 2021 Financial Report now. Motion was made by Faye Stubblefield to approve the 12-2021 Financial Report. Motion was seconded by Chance Holmes.

*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: Yes (9) Absent (0)*

Reviewing & Approval of the Jan. 31, 2022 – Financial Report

Board reviewed the January 31, 2022 Financial Report. *Motion made by Mike Wilhoit to accept the 01-2022 Financial Report. Motion seconded by Nancy Johnson.*

*Roll Call: 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 Absent (0)*

**2022-02-06 Reports from Committees**

1. *911-Director, Rachael Payne*
2. Rachael updated the board that a couple of printers were obsolete.

Board suggested to add them to a list and present after several items have accumulated.

1. TDOT to teach Monitor Training.
2. City of Adams – Tornado Siren – Weather Bulletin

Adams decided to go with the one that would issue the alerts automatically and not require any dispatch intervention.

1. Comptroller Website – Rachael mentioned that on the Comptrollers website there was an issue that the board and/or designee did not sign off on the Director’s timesheet. Rachael asked that the board designate someone to sign her timesheet, and the board suggested making a policy.
2. Cooperative Purchasing Policy Agreement – Rachael presented a modification to the purchasing policy to allow the district to purchase from cooperative purchasing agreements.

*Motion made by Mike Wilhoit to go ahead with Cooperative Purchasing Agreement. Motion was seconded by Nancy Johnson.*

*Roll Call: 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*

Pay-Scales and a study were mentioned for some positions within the 911 District. Sheriff, Van Dyke mentioned that the Thomson Burris study should be completed soon, and that would help to decide where pay needed to be.

1. Rachael asked the board if anyone had anything, such as concerns with the building or anything that would need to be added to budget.
2. Omnia may be able to assist in finding a company to do the carpet.
3. The front gate has had issues and may be need of repair/replacement soon. The gate being so large is hard on some of the parts. The most recent issue was a bad battery, which was replaced.
4. Rachael to send out % of calls to all rural cities, as well as County Mayor’s Office.
5. Keep Radio fees with new system, the tower maintenance for towers will still be there. Ryan Martin mentioned leasing the towers from 911. 911 would charge entities the fees for maintenance.

**2022-02-07 Old Business**

1. **Radio’s – Jason Pentecost** there was some discussion about the towers/radios. Ryan Martin mentioned leasing the radio towers to 911. There was discussion about radio fees that would likely need to be charged like in the past. Jason Head stated again that most of the fund had been depleted for maintenance and repairs.

**2022-01-08 New Business**

Memorial Blvd. – Questions were asked from board members, on why we have to re-address Memorial Blvd. Cathy Lowe stated that we have run out of numbers on Memorial Blvd., for a Milan Retail Building (that will consist of at least 5 businesses) Cathy explained the only two numbers we have are #2004 & #2006 – Memorial Blvd., the way we have been initiating the NENA Standards is we should give each business a separate address, since they all have separate front door entrances. Question asked why we cannot use a number and each business use A B C D, Cathy explained we are trying to clean up all the addresses that have A,B,C,D, etc. and that would not be following our NENA Standard. Cathy explained that from the very beginning a lot of addresses were assigned to wrong sides of the road, even on odd side, odd on even side, 911 had a short time to get our County on-line back in 1986-1987, and mistakes were made.

Board Members asked the question, is there any other option but to re-address, I said yes, the only other option is to assign one number to the building and each business will have a Unit 101-105 added. Ryan Martin, Springfield City Manager mentioned that this city is growing.

Motion was made by Jason Head not to re-address Memorial Blvd. at this time, and to use the address: #2006-Memorial Blvd., Unit 101-105, Springfield, TN. 37172. Motion was seconded by Michael Van Dyke.

All in favor, no questions, motion carried…………………..

**2022-02-09 Adjournment**

Chairman, Bruce Dean asked for a motion to adjourn, all agreed, meeting adjourned.

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

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Typist, Cathy Lowe