State of Tennessee County of Robertson

Springfield-Robertson County Emergency Communications District

Minutes of April 19, 2022

**2022-04-01 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. Emergency Communications District (ECC).

**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**: Becca Warner, Madison Burnett, Richard Head, Mayor, Billy Vogle, Jeff Glodoski, Chad Gregory, Skylar Tackett, Rachael Payne, Jason Pentecost, Dee Dee Perry, Cathy Lowe, Mike Wagner -Motorola, Peter Rogers-TACN, Andrew Potesachi-Motorola, Clint Zack-MCA.

**2022-04-02 Review Meeting Agenda**

**2022-04-03 Recognize Visitors**

At this time Chairman, Bruce Dean recognized the visitors from Motorola, TACN, and MCA EMA.

Motorola mentioned they had gotten list of radios from Amanda/RCEMA. We would be on the state-wide system. Michael Van Dyke asked about the ARP funds that the state was receiving, it’s supposed to be used to expand the system (no guarantees). Bruce Dean asked what the timeline would be to get the system up and running. Motorola reps said about 18 months from contract signing. Mike Wilhoit asked about utilizing Hillcrest and Cross Plains Towers. Peter Rogers said a few things had to be done to meet specs for towers (grounding, all upgrades will be included in price). Jason Head and Becca Warner discussed keeping the maintenance fee’s that all user agencies are paying Greer at this time and putting those funds back into the maintenance fund to cover expenses involved in maintaining the portions of the system not included with TACN or Motorola.

con’t.

HVAC and generator upgrades are included in the project pricing. The state will keep all software and equipment maintained and upgraded, with the exclusion of equipment leaving the shelter going up the tower. They will maintain the software portion of the microwaves, however if there need to be a tower climb or the microwave needs to be replaced that would not be covered. Upgrades to consoles – state will change the hardware every two years, will handle software updates on the hardware, the state will maintain all parts of the consoles, excluding monitors. At this time there is no user maintenance fee from the state, however in the future it could be added back, if it is added back there is a notification period so everyone can budget for the change. TACN suggested that board members contact current users of the TACN System for pros and cons of the TACN system.

**2022-04-04 Review and Approval of March 15, 2022- Minutes**

All present reviewing the minutes. Motion made by Faye Stubblefield to approve the 3-15-2022 Minutes. Motion was seconded by Mike Wilhoit. No questions, all in favor, motion carried.

**2022-04-05 Review and Approval of March 31, 2022- Financial Report**

911 Board reviewing the March Financial Report, no questions. Motion made by Jim Ring to approve the March 2022 Financial Report as reviewed. Motion seconded by Nancy Johnson.

*Roll Call Vote: M. Van Dyke – Yes G. Martin – Yes*

*C. Holmes – Absent, excused J. Ring – Yes*

*F. Stubblefield-Yes M. Wilhoit – Yes*

*N. Johnson – Yes J. Head – Yes*

*B. Dean – Yes*

*Vote of (8) Yes (1) Absent (1) Excused*

**2022-04-06 Reports from Committees**

1. **911 Director – Rachael Payne (updates)**
2. Rachel mentioned to the board that the last week had been Telecommunicator Week. She said several agencies came by and brought goodies for the dispatchers. Rachel and Jason cooked 1-2 days for all dispatchers. It was much needed for the dispatchers.
3. Rachael shared an e-mail she had received from a resident of Robertson County concerning a 911 call for her child. She was overwhelmed and stressed during the call, but the dispatcher was very helpful in calming her. She was praising the dispatchers during that call.
4. **Carpet** – Installer came out last week and looked project over.
5. **Dispatchers** – Rachael stated the 4- Part-time slots are filled and there is 1 Dispatcher retiring in January and another one that was wanting to go to part-time because of medical reasons. Rachael stated technically all 4 part-time positions are filled, we do not have positions for either employee. Mike Wilhoit mentioned retiring employee could work 960 hours per year with no benefits except FICA. Michael Van Dyke stated they had some employees like this working with them. Board members agreed that there is not a limited number of part-time positions, and if it’s still within budget, the number of part-time employees does not matter.

**2**-Dispatchers have left in the last couple of months. 2 full-time and 1-part-time will be released in the beginning of June. Interviews were held last week before meeting, we are hoping to hire 4, with recent employment changes and new position approved for July, there will be 3 left to hire after this round of trainees is released.

1. **Ice Machine** – Rachael mentioned that the ice machine in the refrigerator could not keep up with the demand. She had quotes from CKEP, a company listed in the OMNIA partners contracts, after some discussion about what other departments have done, board members said to buy the ice machine.
2. **2022**-**2023 Budget** – Rachael presented the 2022-2023 Budget paperwork to the board. She presented a spread sheet with increases for 2022-2023 Budget.
3. **Jason Pentecost** – presented the 2021-2022 Call List to all the board.
4. **ECC Roof** – Rachael stated they will start work on the roof May 9th…….

**2022-04-07 Old Business**

**911-Addressing** – Bruce Dean stated that Clyde Richert, Atty. to draft a letter to all municipalities to make sure they are ok with (911) still doing their addressing. Bruce Dean will contact Clyde today.

Jason Head recommended having a Public Hearing for the public.

It was stated that all addressing needs to be on hold until policies are in place. We need new policies to back up our re-addressing changes as well.

The board does not want Rachael to write policies yet, research needs to be conducted on how other counties doo their addressing and what their policies are. Rachael will reach out to TENA to see if any sources are available there.

**2022-04-08 New Business**

Jason Head asked if Jo Byrns tower was fully functional. Jason Pentecost had called Greer and they were not available (out of town), they got back and fixed the issues. Rachael mentioned she had received the new radio contract from Greer but wanted the board to be aware of it before sending it out to all other departments. Jason Head said to go ahead and send it out that Greer would have about a year’s notice before radio changes.

Mayor Vogle mentioned the radios, cities and user fees. Coopertown Mayor, Becca Warner said she would like call list monthly, it would be a lot easier.

**2022-04-09 Adjournment**

Bruce Dean asked for a motion to adjourn. Meeting adjourned at 10:25 a.m.

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

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Typist, Cathy Lowe