State of Tennessee County of Robertson

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

 Minutes of September 20, 2022

**2022-09-01 Call to Order**

The regular scheduled 911 board meeting was called to order by the Chairman, Bruce Dean at 9:00 am at the ECC.

Roll Call – J. Head – Absent, excused C. Holmes- Present

 N. Johnson – Present G. Martin – Present

 J. Ring – Absent, excused F. Stubblefield – Present

 M. Van Dyke – Present M. Wilhoit – Present

 B. Dean – Present

 (7) Present (2) Absent (2) Excused

**Others Present**: Madison Burnett, Dee Dee Perry, Rachael Payne, Amanda Siegal, Faye Stubblefield, Cathy Lowe, Richard Head, Jason Pentecost, Becca Warner, Jeff Glodoski, Skylar Tackett, Mike Morgan, County Mayor-Billy Vogle.

**2022-09-02 Review & Approve meeting Agenda**

**2022-09-03 Recognize Visitors**

**2022-09-04 Review & Approve August 16, 2022 Minutes**

Bruce Dean asked all to review the minutes at this time. No questions. Motion made by Faye Stubblefield to accept the minutes as read. Motion was seconded by Nancy Johnson. No roll call vote, all in favor, no questions, motion carried.

**2022-09-05 Review & Approve August 31, 2022 Financial Report**

Bruce asked all to review the August 2022 Financial Report at this time. No questions. Motion made by Michael Van Dyke to approve the August 2022 Financial Report. Motion was seconded by Mike Wilhoit.

Roll Call Vote: M. Wilhoit – Yes J. Ring – Absent

 G. Martin – Yes M. Van Dyke – Yes

 J. Head – Absent F. Stubblefield – Yes

 N. Johnson – Yes C. Holmes – Yes

 B. Dean – Yes

 Vote of: (7) Yes (2) Absent (2) Excused

* + 1. **Reports from Committees**
1. 911-Director, Rachael Payne (updates)
2. **Auditor’s** Rachael stated that the auditors wanted us to have an Organizational Chart in place. Rachael has that completed.
3. **Call Taking Policy OPS-01**, Rachael presented a modified Call Taking Policy to include 911 text calls. We were waiting on a translation through a free web-based app that has around 20 languages. The updated policy included procedures to taking 911 text calls and how to handle abandoned calls. Motion made by Mike Wilhoit to approve Call Taking Policy OPS-01. Motion was seconded by Nancy Johnson.

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

 C. Holmes – Yes J. Ring – Absent

 F. Stubblefield – Yes M. Wilhoit - Yes

 N. Johnson – Yes J. Head – Absent

 B. Dean – Yes

 Vote of: (7) Yes (2) Absent (2) Excused

1. **“Prepared Live”** we have now. Question asked about data being stored. Rachael said there is a database kept and video kept with Prepared Live. The use of “prepared Live” for Call-Taking Policy OPS-20, Jason showing a demonstration. Motion made by Mike Wilhoit to approve Policy OPS-20-Use of Prepared Live for Call Taking. Motion was seconded by Chance Holmes.

Roll Call Vote: J. Ring – Absent F. Stubblefield – Yes

 M. Van Dyke – Yes J. Head – Absent

 C. Holmes – Yes M. Wilhoit – Yes

 N. Johnson – Yes G. Martin – Yes

 B. Dean – Yes

 Vote of: (7) Yes (2) Absent (2) Excused

1. **Records Retention** – Rachael asking for any guidance on this. Michael Van Dyke and Mike Wilhoit both suggested getting with MTAS & CTAS and get their open records guidelines. Jeff Glodoski will send Rachael what he has for Springfield-Fire.
2. Rachael stated that an employee came forward to request bringing an emotional support animal to work.

Service Dog falls under ADA - an Emotional Support Dog does not. Mike Wilhoit made the motion not to approve animals in Dispatch. Motion was seconded by Michael Van Dyke. All in favor, no questions, motion carried.

1. Ass’t Director, Jason Pentecost
2. **Jason Pentecost reported** on the Phones

1st Solution - Analog Voice Phone - $452.62 a month, it requires a wireless signal which we don’t have.

2nd Solution – Regular VOIP Line using Comcast Back-Up for $157.57 a month, this figure does not include FCC Fees of (10% more).

**IT-Tech. – Skylar Tackett mentioned** that At&t does not maintain the copper lines anymore. We are now paying in between $800.00 – $1,100.00. for business lines/long distance.

Motion made by Faye Stubblefield to go with Solution #2 – Comcast. Motion seconded by Nancy Johnson.

Roll call Vote: M. Wilhoit – Yes J. Ring – Absent

 G. Martin – Yes M. Van Dyke – Yes

 J. Head – Absent F. Stubblefield – Yes

 N. Johnson – Yes C. Holmes – Yes

 B. Dean – Yes

 Vote of: (7) Yes (2) Absent (2) Excused

**2022-09-07 Old Business**

1. Bruce Dean asked everyone to look over the OPS-15 Addressing & Road Naming Policy. Cathy Lowe had some questions. Dee Dee Perry, 911 GIS Coordinator explained some issues with addressing. It was mentioned that the OPS-15 Policy cannot be approved until we receive the letters back from the county municipalities.

Corrections made to the OPS-15 - Addressing and Road Naming Policy as follows: page 1. #3 – Changed to “The roadway must have a name, before any address is issued.

page 3. Under B #5 is: Multiple residential structures on a lot receive a unique number for each structure.

 The OPS-15 Policy deferred to the October 18, 2022 911 Board Meeting.

1. 911-Addressing received a letter from a resident on Circle Dr., Springfield, TN. (letter attached with minutes). Discussion – Circle Dr. deferred to October 18, 2022 911 Board Meeting.
2. Faye Stubblefield also mentioned that a resident on Dot Rd., came to visit her again. This resident has been referred to the Robertson County Highway Dept., they will have to initiate the change.
3. Ass’t Director- Jason Pentecost – Reviewed % of numbers for the past month. Jason showed a decline (we think software not showing some calls).
4. Radios – Amanda Siegal, RCEMA – brought FIRST ADDENDUM TO MEMORANDUM OF UNDERSTANDING (MOU). Bruce to sign (MOU) and get back to Amanda Siegal. Amanda also mentioned county would be putting 25% down on September 29, 2022.
	* 1. **New Business**

Mayor, Billy Vogle mentioned that all departments need to know what to do whenever a Disaster occurs, who’s in charge, where command center will be, etc. Chance Holmes, EMA-Director stated it’s in Standard Operations for the County. Chance also stated that a Disaster meeting was scheduled for September 29, 2022

**2022-09-09 Adjournment**

Meeting was Adjourned at 10:21 a.m.

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

 Cathy Lowe

Typist, Cathy Lowe