State of Tennessee County of Robertson

Robertson County Emergency Communications District (E-911)

**Minutes of February 21, 2023**

**2023-01-01 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 911 Dispatch Center.

**Roll Call –** B. Dean – Present J. Head – Present

C. Holmes – Present N. Johnson – Present

G. Martin -Absent, excused Jim Ring – Present

F. Stubblefield – Absent, excused M. Van Dyke – Present

M. Wilhoit – Absent, excused

Board Present: 6 Absent: 3 Excused: 3

**Others Present**: Chad Gregory, Madison Burnett, Richard Head, Bob Adams, Auditor – Jeff Glodoski, County Mayor, Billy Vogle, Skylar Tackett, Dee Dee Perry, Jason Pentecost, Rachael Payne, Cathy Lowe.

**2023-02-02 Review Meeting Agenda**

**2023-02-03 Recognize Visitors**

1. Bruce recognized the Auditors, Bob Adams to present the 2022 Audit. Bob Adams with Blankenship CPA Group,, LLC went thru the 2022 Audit and explained to the board the changes from 2021 Audit. No Findings – No questions.

Bob Adams said that we should have the State Cyber Security Insurance Policy in place.

Motion made by Bruce Dean to accept the 2022 Audit as presented. Motion seconded by Michael Van Dyke.

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

G. Martin – Absent M. Van Dyke – Yes

J. Head – Yes F. Stubblefield –Absent

N. Johnson – Yes C. Holmes – Yes

B. Dean – Yes

Vote Of: (6) Yes (3) Absent (3) Absent

**2023-02-04 Review & Approve Minutes of January 17, 2023**

Bruce Dean asked all the board members to review the minutes of February 17, 2023. Motion made by Chance Holmes to accept the minutes as reviewed. Motion was seconded by Jim Ring. No questions, all in favor, motion carried.

**2023-02-05 Review & Approve Financial Report for February 28, 2023**

We did not have February 28, 2023 - Financial Report to review. Rachael explained we will have it at the March 2023 meeting.

**2023-02-06 Reports from Other Committees**

1. 911-Director, Rachael Payne (updates)
2. **VFIS** – Rachael notified the board that the representative from VFIS, the

insurance company, will not be attending. Steve Frost called yesterday saying that the information should not have never been sent to us and he recommended leaving things the way they are.

1. **Emergency Phones** – Rachael mentioned there were some problems with some of the emergency phones at some of the police department and EMS Stations. She stated it was a part of the building cost when the 911 center was built. Rachael asked who was responsible for fixing those phones if they are broken. After some discussion, it was decided it was up to an agency where the phone was located to make repairs.
2. **Part-Time Employee** – Rachael mentioned there was part-time employee that wanted to be full-time. The only thing holding her back from coming here from her other agency was accrued time. Rachael asked the employee what it would take to get her here, and after some discussion, she said a year’s worth of accrued time for sick and vacation (96 hours each) would do it. This employee has been here part-time for over

2 years and was originally fired in 2015 by the previous administration. After discussion, it was decided that it was not in the board’s best interests to offer the employee the time because a precedent would be set for other employees in the future.

1. **Addressing Resolutions** – Rachael stated all addressing resolutions had been received from the cities, but after discussing with Dee Dee, it was realized the resolutions were not sent to Portland and Millersville. Robertson Co. is also responsible for addressing portions of those cities. Rachael spoke with Clyde Richert, and he will send the resolutions to those two cities as well.
2. **MTAS Formula & Raises** – Rachael discussed the costs and MTAS formula with the board. She stated that included a 3% raise and the difference was only $11,600 more than last year. There was some discussion about the raises and the amount, and it was decided to do some further research about what surrounding counties are paying and use the Burris Thompson study as a reference as well, before deciding on raise amount to ensure we are still in the same range as surrounding agencies. Rachael also mentioned the Director and Assistant Director salaries.

She said that where raises were given last year, it went off the step plan and asked for guidance on what to do with those salaries. The board expressed also checking the study and surrounding counties to see what other places were paying and go from there. Rachael will do research and bring it back to board next month. During the discussion, Jason Head brought up a bill that is being presented to require emergency communications districts to direct dispatch in response to 911 calls. There were concerns presented about this method and what that would mean for funding for districts. Jason Head suggested keeping and eye on this bill to see what happens with it.

1. **Addressing Issues** - Rachael brought three roads to the board’s attention.
2. **Covington Rd** – There was a person that got a drive-way permit, but there were no addresses available between existing houses. Dee Dee mentioned there were also some addresses on that road that were out of sequence, which was discovered when the driveway permit was received. There was discussion about in the future if this issue arises, if you make the whole road change the address at the same time or if the few residents would eventually have to change twice. The board stated they would like to still evaluate each road on a case-by-case basis.

Motion was made by Nancy Johnson to go ahead and approve re-addressing Covington Rd. Motion was seconded by Jim Ring.

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

M. Van Dyke – Yes J. Head – Yes

C. Holmes – left early M. Wilhoit – Absent

N. Johnson – Yes G. Martin – Absent

B. Dean - Yes

Vote Of: (5) Yes (4) Absent (4) Excused

1. **Highway 31 W** – There is one resident that is using the wrong address, which could create a problem with first responders because Highway 31 W is a dividing line between Robertson and Sumner counties, with Robertson covering odd numbers and Sumner covering even. This resident was using 4900 but is on the odd numbering side of the road. It was voted the resident be mailed a letter stating their address would be changing with the invitation to come to the April meeting. Motion was made to change the address to an odd number in Robertson Co. Motion made by Michael Van Dyke to proceed with re-addressing the 1 structure. Motion was seconded by Jim Ring.

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

**C**. Holmes – (left early) J. Ring – Yes

**F**. Stubblefield – Absent M. Wilhoit – Absent

**N**. Johnson - Yes J. Head – Yes

**B**. Dean – yes

**Vote of**: (5) Yes (4) Absent (4) Excused

1. **Woolen Mills Way** – This is the remodeling/building on N. Main St. The company wanted to make a through lane from N. Main St. to Walnut St. This also meets the policy of a private drive if there are two or more structures. Rachael mentioned it had been sent over to Springfield City Hall for approval as well. The 911 board agreed to go ahead with the private dr. once Springfield City has approved.
2. **Chai**rs – Rachael requested to purchase the Concept Seating chairs that the dispatchers tested out a couple of months ago. She has requested 7 chairs for he total cost of $11,200.49, with a 5 year warranty.

Roll Call Vote: N. Johnson – Yes M. Wilhoit – Absent

F. Stubblefield – Absent M. Van Dyke – Yes

G. Martin – Absent J. Head – Yes

C. Holmes – left early J. Ring – Yes

B. Dean – Yes

Vote of: (5) Yes (4) Absent (4) Excused

1. **Computers and Equipment for go bags** - Rachael requested to purchase items for five “go bags” in case the building needed to be evacuated. This purchase included 5 Dell Laptops, totaling $5,559.55. The request also included accessories, including bags, mice, flash drives, and laptop sleeves totaling $2,373.96.

Motion made by Michael Van Dyke to approve purchase of go bags. Motion was seconded by Jim Ring.

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

G. Martin – Absent M. Van Dyke – Yes

J. Head – Yes F. Stubblefield – Absent

N. Johnson – Yes C. Holmes – left early

B. Dean – Yes

Vote of: (5) Yes (4) Absent (4) Excused

1. **ID -Badge Printer** - Rachael had found an ID Badge Printer to use here at the center in the amount of $2,352.99. The board had some discussion, Jim Ring said they went thru a company that did theirs, there would be a $100.00 set up fee. Jim Ring will send this information to Rachael.
2. **Re-Addressing Zone Map** – Rachael said she had someone suggest, break the county into grids and give each grid a time frame for re-addressing. Rachael asked Dee Dee to try to put it together, giving each grid a time frame. Dee Dee completed a preliminary map to present to the board. Rachael did state that the time frame on map would have to allow for any emergencies that may rise, such as a road being out of addresses and a new build coming in.

Sheriff, Van Dyke expressed concern that if people were given notification their address would change in a year, but then an emergency arose in two months and it had to be changed, they would be upset. After some longer discussion, it was decided to think about it until next meeting and discuss further.

1. **% of Calls** – Rachael presented the calls for 2021-2022 & 2022-2023. Jason Head will send Rachael the Legislator – House Bill 0579.

2023-02-07 Old Business

N/A

2023-02-08 New Business

N/A

2023-02-09 Adjournment

All in favor of adjourning at 10:32 a.m.

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

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Typist, Cathy Lowe