State of Tennessee County of Robertson

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

 **Minutes - September 19, 2023**

**2023-09-01 Call to Order**

The Chairman, Bruce Dean called the meeting to order at 9:00 a.m., at the ECC Building.

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

 C. Holmes, Present N. Johnson, Present

 G. Martin, Absent-Excused J. Ring – Present

 F. Stubblefield – Present M. Van Dyke – Present

 M. Wilhoit – Present

 **Board Members Present** (8) Board Members Absent (1) Excused (1)

**Others Present:** Blake Pierce, Dee Dee Perry, Skylar Tackett, Rachael Payne, Chad Gregory, Mayor-Billy Vogle, Madison Burnett, Brent Dyer, Jeff Glodoski, Charlie Clark, Jason Pentecost, Cathy Lowe.

**2023-09-02 Review Meeting Agenda**

**2023-09-03 Recognize Visitors - Roads to be Reviewed**

1. **Burgess Gower Rd**. No Public here to speak about Burgess Gower Rd. Motion made by Mike Wilhoit to approve the re-addressing of Burgess Gower Rd. Motion seconded by Jim Ring. All in favor motion carried.

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

 *F. Stubblefield – Yes M. Van Dyke – Yes*

 *G. Martin – Absent J. Head – Yes*

 *C. Holmes – Yes J. Ring – Yes*

 *B. Dean – Yes*

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

2. **Old Highway 431** – Mr. Larry and Mrs. Shirley Hulsey-#2237-Old Hwy. 431 were present to speak to the board, their main concern was Google, was getting packages. It was explained to them that 911 Addressing sends all changes to Google and Here Maps to be updated.

Motion made by Faye Stubblefield to approve the re-addressing of Old Highway 431. Motion was seconded by Nancy Johnson. All in favor, motion carried.

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

 *F. Stubblefield – Yes M. Van Dyke – Yes*

 *G. Martin – Absent J. Head – Yes*

 *C. Holmes – Yes J. Ring – Yes*

 *B. Dean – Yes*

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

3. **James Winters Rd**. – No one present to speak to board on James Winters Rd. Motion was made by Michael Van Dyke to approve the re-addressing of James Winters Rd. Motion seconded by Mike Wilhoit. All in favor, motion carried.

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

 *M. Van Dyke – Yes J. Head – Yes*

 *C. Holmes – Yes M. Wilhoit – Yes*

 *N. Johnson – Yes G. Martin – Absent*

 *B. Dean – Yes*

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

**2023-09-04 Review & Approval of August 15, 2023-Minutes**

Minutes reviewed by all the board members at this time. No questions.

Motion by Faye Stubblefield to approve the August 15, 2023 minutes as reviewed. Motion was seconded by Nancy Johnson. No questions, all in favor, motion carried.

**2023-09-05 Review & Approve 07 and 08, 2023 Financial Reports**

The actual 2023-2024 Budgeted amounts were added to the July 2023 Financial Report for approval this month. No other questions were asked. Motion was made by Michael Van Dyke to approve the July and August 2023 Financial Reports as presented. Motion was seconded by Chance Holmes.

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

 *C. Holmes – Yes 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*

* + 1. **Reports From Committees**

**(Rachael)** *updates*

1. **OPS-16 Addressing A Private Dr**. – Rachael presented a correction under

 1. Private Drive

1. Has three (3) or more existing structures: or potential for three (3) or more structures.

2. A shared driveway of any length servicing or has potential to service three (3) or more residences.

4. 911-Addressing may establish a private drive ONLY in the event of an emergency services request. Suggestion by Jason Head to change the word establish to initiate. Motion made by Faye Stubblefield to approve all changes and corrections to the OPS-16 Addressing a Private Drive. Motion seconded by Nancy Johnson….

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

 *F. Stubblefield – Yes M. Van Dyke – Yes*

 *G. Martin – Absent J. Head – Yes*

 *C. Holmes – Yes J. Ring – Yes*

 *B. Dean – Yes*

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

1. **At&t – Call Handling/**Service **Agreement-Contract –** Rachael mentioned to the board that there would be a reduction of $980.00 from the original quote that was given to the board.
2. **National Guard-Employee –** Rachael explained the employee has not returned to work in 3 years. We receive emails and correspondence from National Guard, the money paid to this employee is approximately $12,000.00 per year. We have 1 position open, we had interviews last week, 2 candidates were exceptional said Rachael. Rachael mentioned that 2-PT employees have resigned, and there’s no plan to replace those positions. Rachael asked if she could add another FT position. Rachael suggested taking $15,000.00 out of PT line item to FT line item in 23-24 budget to hire a new employee. Mike Wilhoit asked what would happen if Guard employee come’s back. Rachael said there is some wiggle room because of the difference in pay scale steps. If there needs to be more money, a budget transfer would be the solution from either part-time or over-time. Michael Van Dyke asked how many part-time positions we have now. Rachael said 5.

Motion made by Mike Wilhoit to add extra dispatch position. Motion was seconded by Nancy Johnson.

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

 *M. Van Dyke – Yes J. Head – Yes*

 *C. Holmes – Yes M. Wilhoit – Yes*

 *N. Johnson – Yes G. Martin – Absent*

 *B. Dean – Yes*

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

1. **Budget Amendments 09-19-2023**

**Transfer Expenditures From**:

790-4427 Equipment Not Capitalized-Communications 2,500

335-4333 Maintenance/Repair Building 1,920

169-4004 Part-time Salaries – Dispatchers 15,000

**TOTAL (19,420)**

 **Transfer To:**

336-4432 Maintenance/Repair Equipment Communications 2,500

502-4438 Building Repair 1,920

148-4004 Full-time Salaries – Dispatchers 15,000

**TOTAL 19,420**

 Motion made by Faye Stubblefield to approve the 09-19-2023 Budget

Amendments. Motion seconded by Chance Holmes.

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

 *G. Martin – Absent M. Van Dyke – Yes*

 *J. Head – Yes F. Stubblefield – Yes*

 *N. Johnson – Yes C. Holmes – Yes*

 *B. Dean – Yes*

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

 **(Jason) *updates***

1. Report CFS Department by Date – Jason gave report to the board and explained.
2. Percentage of Call Report for August of 2022-2023

 **(Skylar)** *updates*

1. At&t testing for IP Flex Lines is re-scheduled for October 10, 2023.

**2023-069-07 Old Business**

1. Radios – Jim Ring asked, any updates on radios. Skylar spoke up and said insulation being installed at Hillcrest Tower.
	* 1. **New Business**

N/A

 **2023-09-09 Adjournment**

 Meeting adjourned by the Chairman, Bruce Dean.

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

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Typist, Cathy Carter-Lowe