State of Tennessee County of Robertson

**Robertson County Emergency Communications District (E-911)**

**Minutes of April 18, 2023**

**2023-04-01 Call to Order**

Chairman, Bruce Dean called the regular scheduled meeting to order at 9:00 a.m. at the 911 Communications Center.

**Roll Call** – B. Dean – Present 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

Board Present - 8 Absent – 1 Excused – 1

**Others Presen**t: Madison Burnett, Chad Gregory, Dee Dee Perry, Skylar Tackett, Jason Pentecost, Rachael Payne, Cathy Lowe, Brent Dyer, Barb Hutcherson, Billy Vogle.

**2023-04-02 Review and Approve Meeting Agenda**

**2023-04-03 Recognize Visitors**

**2023-04-04 Review & Approve Minutes of March 21, 2023**

Chairman, Bruce Dean asked all the board to review the March 2023 minutes at this time. Motion made by Mike Wilhoit to approve as read. Motion was seconded by Faye Stubblefield. All in favor, no questions, motion carried.

**2023-04-05 Review & Approve March 31, 2023-Financial Report**

Bruce Dean asked all the 911 board to review the March 2023 financial report. Board reviewing, motion made by Faye Stubblefield to approve the March 21, 2023 minutes. Motion was seconded by Nancy Johnson.

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

**C. Holmes, Absent J. Ring – Yes**

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

**N. Johnson – Yes J. Head – Yes**

**B. Dean – Yes**

Board Vote of – 8 Absent – 1 Excused – 1

**2023-04-06 Reports from Committees**  (911 Director, Ass’t. Director & IT Tech.)

1. 911 Director – Rachael Payne
2. Rachael mentioned that the **Addressing Agreement for** **Millersville and Portland Municipalities** to allow 911 to address roads in the city limits has not yet been sent out. Rachael reached out to Clyde Richert’s office staff, and they really did not know what she was talking about. Rachael also mentioned that the budgetary numbers for the interlocal agreement had not been sent to municipalities either and that was sent to Clyde’s office after the last meeting. Bruce Dean said he would reach out to Clyde and check on the Agreements. Rachael will also send out the numbers to all municipalities.
3. Rachael Payne and Jason Pentecost mentioned the storm issue and how a phone workstation could help by being in each of their offices.

1x Work-Station $56,000.00 plus about $30,000 for maintenance.

Rachael also mentioned the laptop like the one received with Intrado phone system was $24,452.75. Rachael also mentioned there was talk in the county about building and EOC, and if that was coming up in the future, it would be smarter to save that money for the workstations that would need to be placed in a back-up center if that wound up being a part of the plan for the EOC. Faye Stubblefield mentioned the county was looking to possibly form a committee and move this project forward after going through the proper channels. She mentioned that she thought it was important for the county and the citizens and there needed to be a back-up center for dispatch.

**Phone Computer** – Rachael is asking to purchase a laptop for $24,452.75 (and this is the price, every time you purchase a Lap-Top) to have as backup instead of stationary workstations in Rachael and Jason’s office. With CAD being installed on both computers, this will allow for two additional call-taking positions in the event of an emergency.

Motion made by Faye Stubblefield to purchase the Lap-Top Phone Computer for $24,452.75. Motion was seconded by Mike Wilhoit.

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

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

**G. Martin – Yes J. Head – Yes**

**C. Holmes – Absent J. Ring – Yes**

**B. Dean – Yes**

**Vote of: 8 Absent – 1 Excused – 1**

1. **Prepared Live** – Rachael stated this is useful for EMA, EMS, Fire, Etc.

5 years with 30 users $4,800.00, limited with person using. Jason Head said he would like to see more information and who else using this. Concerns raised about videos and HIPAA and having to edit/redact videos.

1. **Surplus Items** – Skylar mentioned 3 items for surplus.
2. (2) Server Cabinets – Serial # WRK-40-27 & WRK-40-27
3. Dell UPS – Serial #351948X10279

Greenbrier city would like to purchase these, Mike Wilhoit asked the value of the items. Skylar said server cabinet $1,600.00 new and the UPS around $500.00 new. (List attached with April 18, 2023 Minutes). Motion made by Mike Wilhoit to give Items to City of Greenbrier. Motion was seconded by Jason Head.

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

**G. Martin – Yes M. Van Dyke – Yes**

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

**N. Johnson – Yes C. Holmes – Absent**

**B. Dean – Yes**

**Vote Of – 8 Absent – 1 Excused -1**

1. **Budget Amendments** - April 18, 2023

**Increase Revenue**

46990-320 TECB Section 7-86-130 Receipts 139,604

**Total (139,604)**

**Increase Expenditures:**

333-4413 Communications Licenses and Fees 5,000

790-4427 Equipment-Communications (Not Capitalized) 15,000

**Total (20,000)**

**Note:** Signed copy of April 18, 2023 - Budget Amendments also with April 18, 2023 Minutes. April 18, 2023 signed copy was given to Acct., Sheila Tillman to make the budget amendments.

Motion made by Michael Van Dyke to approve the April 18, 2023 Budget Amendments. Motion was seconded by Nancy Johnson.

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

**M. Van Dyke – Yes J. Head – Yes**

**C. Holmes – Absent M. Wilhoit – Yes**

**N. Johnson – Yes G. Martin – Yes**

**B. Dean – Yes**

**Vote of: 8 Absent – 1 Excused - 1**

1. **Purchase 2nd Refrigerator** - Rachael mentioned that with all employees bringing in their food for their shifts, they do not have enough room to keep stuff refrigerated. Rachael said a fridge like the one they have will be around $900.00 to $1,200.00. Motion was made by Michael Van Dyke to purchase refrigerator not exceeding $1,500.00. Motion was seconded by Faye Stubblefield.

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

C. Holmes – Absent J. Ring – Yes

F. Stubblefield – Yes M. Wilhoit – Yes

N. Johnson – Yes J. Head – Yes

B. Dean – Yes

Vote of – 8 Absent – 1 Excused - 1

1. **2023-2024 Budget Review -** Rachael asked all the board to review the budget. Board members asked a few questions about the pay increases. Rachael explained the step increase, COLA, etc.
2. **Investment Proposals –** Rachael asked Faye Stubblefield to present information she found out about 2 banks Investment Proposals based on $2,400,000 to be put in either a CD or Interest Bearing Checking.

**F & M Bank** - $2,400,000 Interest Bearing Checking Int. Rate @ 2.50% APY

Yearly Yield $60,000

Monthly $5,000

$2,400,000 Certificate of Deposit Int. Rate @4.35% APY – 12 months

Yearly Yield $104,000—(Penalty for early withdrawal –

90 Days Interest)

Monthly $8,700

**The Farmers Bank -** $2,400,000 Certificate of Deposit – Int. Rate @ 4.50 APY - (12 or 13 mths.,

our option)

Yearly Yield - $108,000- (Penalty for Early Withdrawal – None

Monthly $9,000

Mrs. Faye Stubblefield also stated to the board that all Municipal Funds are insured under a Municipal Pool for the total amount. Rachael said that Robertson County Finance said to leave a few months of operating expense funds in the main checking account. Motion was made by Mike Wilhoit to approve putting funds at The Farmers Bank totaling amount of $2,000,000 in a CD. Motion was seconded by Nancy Johnson.

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

G. Martin – Yes M. Van Dyke – Yes

J. Head – Yes F. Stubblefield – Yes

N. Johnson – Yes C. Holmes – Absent

B. Dean – Yes

Vote of – 8 Absent – 1 Excused – 1

1. **Covington Rd**. – Rachael presented Covington Rd., to be re-addressed. (No residents were present).

Motion made by Faye Stubblefield to approve re-addressing Covington Rd. at 5.28 feet. Motion was seconded by Nancy Johnson.

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

M. Van Dyke – Yes J. Head – Yes

C. Holmes – Absent M. Wilhoit – Yes

N. Johnson – Yes G. Martin – Yes

B. Dean – Yes

Vote of – 8 Absent – 1 Excused – 1

1. **County Line Boundaries** – Rachael turned this over to Dee Dee Perry. She explained the problems we are having with some surrounding counties with our county lines. Billy Vogle said he would contact Clyde Richert and have him contact Cheatham Co. Atty. Billy Vogle said he would get this resolved and let us know.
2. **Dispatcher Week –** Rachael said everyone was very grateful and thankful for all the goodies that people brought during Dispatcher Week.

**2023-04-07 Old Business**

**None**

**2023-04-08 New Business**

**None**

**2023-04-09 Adjournment**

911-Board Meeting adjourned at 10:16 a.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typist, Cathy Lowe