**State of Tennessee County of Robertson**

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

**Minutes of December 19, 2023**

**2023-12-01 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**: B. Dean – Present J. Head – Absent, Excused

C. Holmes – Absent, Excused N. Johnson – Absent, Excused

Jim Ring – Present Faye Stubblefield, Present

M. Van Dyke, Present M. Wilhoit – Present

The 9th position was Mrs. Gwen Martin – She resigned at the 10-2023 Board Meeting.

Present – 5 Absent – 3 Excused – 3

**Others Present**: Chad Gregory – Skylar Tackett – Madison Burnett – Mayor, Billy Vogle – Charlie Clark – Jason Pentecost – Rachael Payne – Dee Dee Perry – Cathy Lowe, Mr. Troy Hyde & Floyd Allen, about John L. Patterson St. (address changes).

**2023-12-02 Approve Agenda**

**2023-12-03 Recognize Visitors**

At this time the Chairman, Bruce Dean mentioned the re-addressing of John L. Patterson St., he then turned it over to Dee Dee Perry the 911-GIS Coordinator, explained the issues with the present addresses. Bruce Dean sked if anyone present had any questions about address changes. Mr. Floyd Allen with Crowder Funeral Home was present and Mr. Troy Hyde. Motion made by Faye Stubblefield to move forward with re-addressing John L Patterson St. The motion was seconded by Jim Ring.

*Roll Call Vote: M. Van Dyke – Yes C. Holmes – Absent*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Wilhoit – Yes N. Johnson – Absent*

*J. Head – Absent B. Dean – Yes*

*Vote of: (5) Yes (3) Absent (3) Excused*

**2023-12-04 Review & Approve November 21, 2023 - Minutes**

The 11-21-2023 Minutes are being reviewed. Motion made by Mike Wilhoit to approve the 11-21-23 minutes as reviewed. Motion was seconded by Jim Ring. The board had no questions, all in favor, motion carried.

**2023-12-05 Review & Approve Financial Report – November 30, 2023**

Chairman, Bruce Dean asked all to review and 11-2023 financial report, if any questions please direct them to Rachael Payne. Mike Wilhoit asked if we had only 1 more year to pay on ECC Building, yes replied Rachael Payne. Motion made by Michael Van Dyke to approve the 11-30-2023 Financial Report. Motion seconded by Jim Ring.

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

*M. Van Dyke – Yes J. Head – Absent*

*C. Holmes – Absent M. Wilhoit – Yes N. Johnson – Absent B. Dean – Yes*

*Vote of: (5) – Yes (3) Absent (3) Excused*

**2023-12-06 Reports from Committees**

1. **Rachael Payne – 911 Director**
2. Chairs – Conference Room – the best price was A-Z Office Resource, Inc. at $883.33 per chair, with a total of $8,825.40 for (20) Chairs.

Motion made by Michael Van Dyke to purchase (20) chairs for the ECC Conference Room. Motion was seconded by Faye Stubblefield.

*Roll Call Vote: M. Van Dyke – Yes C. Holmes – Absent*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Wilhoit – Yes N. Johnson – Absent*

*J. Head – Absent B. Dean – Yes*

*Vote of: (5) Yes (3) Absent (3) Excused*

1. **Letter to residents for Private Drive.** – Everyone reviewed the letter that Rachael had presented. The entire board said to go ahead with the letter.
2. **Bank Accounts –** Rachael explained that with Mrs. Gwen Martin resigned from 911 Board and Cathy Lowe retiring in April 2024, their names are to be removed from all banking papers. Rachael stated that since Mrs. Faye Stubblefield is now the 911 Board Treasurer, that she and Jason Pentecost will be added to all bank correspondence. Motion was made by Jim Ring to go ahead and get this underway. Motion was seconded by Mike Wilhoit.

*Roll Call Vote: M. Van Dyke – Yes C. Holmes – Absent*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Wilhoit – Yes N. Johnson - Absent*

*J. Head – Absent B. Dean – Yes*

*Vote of: (5) Yes (3) Absent (3) Excused*

1. **Jason Pentecost – Ass’t. Director**
2. **911 Phone Reporting System –** Jason Pentecost reported to the board that when the copper lines were swapped over to the IP-Flex lines, we lost 7 days of reporting on administrative calls. Rachael added this was not recordings, just the reporting software.
3. **At&t Lines –** Rachael mentioned we have a credit of $4,600.00 on one account. She stated she is working on trying to get that refunded. She also stated they were still billing us for a line we don’t have. She is battling with At&t on many issues.
4. **Skylar Tackett – It Tech. –** Nothing to report.

**2023-12-07 Old Business**

1. **Motion was made by Faye Stubblefield to add Chad Gregory** as the new board member to finish up Mrs. Gwen Martins term. Motion was seconded by Mike Wilhoit. No questions asked, all in favor, motion carried.
2. **Training Radio’s** – Rachael mentioned to board that they will be meeting with Motorola in January 2024.
3. **Radio’s** – Jim Ring asked the status on the Radio’s. Chad Gregory stated that 120 Units were MIA, they tracked them down and they have been shipped to MCA, they “possibly” have them now.

**Microwave Equipment** shipped February 20, plan is still to be active by March 30, 2024, for the following towers: Cross Plains, Hillcrest, Dispatch, State in Adams. State in White House.

Contract w/Greer ends June 2024. We are only billed thru March 30, 2024. **Tornado** barely missed the Hillcrest Tower. Motorola is getting a tower assessment team together to climb the tower and assure no damages or twisting. This will be NO cost to Robertson Co.

**MCA –** our local vendor, had tornado damage but has inspected all the cases that were near the door that was damaged and they incurred no damage to radio’s.

**Dispatch Console Programming –** is underway. We are asking all agencies that use the paging system to provide their QCii tone info that they currently use.

**Working on the programming of Subscriber Units –** to get a few of each departments out to insure they are correct and functional the way the agency wants. Ergonomics……

**2023-12-08 New Business**

1. Michael Van Dyke mentioned that we need to work on finding a new location to have the 911 Board Meetings. Michael stated it’s not good having public in and out of the ECC when the building is supposed to be a secure location.

Michael said that we could use the County Office Building Conf. Room, and it was mentioned to possibly use the Springfield City Hall meeting room.

1. Michael also mentioned that at Monday night’s County Commission meeting they voted to give the County Employees the Holiday – June 19 (Junteenth). Rachael mentioned that in the past we had always used the County Holiday List. Michael said we need to have this in Policies where we have adopted JUNTEENTH. Motion was made by Michael Van Dyke to approve and adopt the Holiday (Junteenth). Motion was seconded by Jim Ring.

*Roll Call Vote: M. VanDyke – Yes C. Holmes – Absent*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Wilhoit – Yes N. Johnson – Absent*

*J. Head – Absent B. Dean – Yes*

*Vote of: (5) Yes (3) Absent (3) Excused)*

2023-12-09 Adjournment

Chairman, Bruce Dean said motion to adjourn. All in favor. Adjourned…..

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Chairman, Bruce Dean

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Typist, Cathy Carter-Lowe