State of Tennessee County of Robertson

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

**Minutes for May 16, 2023 - 911 Board Meeting**

**2023-05-01 Call to Order**

At 9:00 a.m. Chairman, Bruce Dean called the regular scheduled meeting to order at the ECC building.

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

*C. Holmes – Present N. Johnson – Absent, excused*

*G. Martin – Present J. Ring – Present*

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

*M. Wilhoit – Present*

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

Others Present: Chad Gregory – Richard Head – Jeff Glodoski – Brent Dyer – Mrs. Diane Reed from #2604-Mariview Dr., Spfd., TN. 37172 – Mayor Billy Vogle – Rachael Payne – Jason Pentecost – Skylar Tackett – Cathy Lowe.

2023-05-02 Review Meeting Agenda

2023-05-03 Recognition Visitors

2023-05-04 Review & Approval of April 18, 2023 – Minutes

Bruce Dean asked the board members to review the minutes at this time. No questions. Motion made by Mike Wilhoit to accept the minutes as reviewed. Motion was seconded by Michael Van Dyke. All in favor, no questions, motion carried.

2023-05-05 Review & Approval of April 30, 2023 -Financial Report

Bruce Dean asked all the board to review the Financial Report for April 2023 at this time. Motion was made by Michael Van Dyke to accept the April 2023 Fin. Report. Motion was secondee by Mike Wilhoit.

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

*G. Martin – Yes M. Van Dyke – Yes*

*J. Head – Yes F. Stubblefield – Yes*

*N. Johnson – Absent C. Holmes – Yes*

*B. Dean – Yes*

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

**2023-05-06 Other Reports**

911 Director – Rachael Payne(updates)

1. **Merrell Ln. and Mariview Dr**., presented to the board to be re-addressed. Ms. Diane Reed at 2604-Mariview Dr., Springfield, TN. 37172, was at the meeting and asked to speak. 911 Board voted to leave the addressing numbers the same. No Motion, all in favor, agreed…….
2. **FCC License** – Rachael asked if the board knew who was supposed to be keeping up with them. Mike Wilhoit stated they were under dispatch years ago when consolidation occurred. There was mention of the channels obtained from the School Board not being listed as public safety. Rachael stated it appears that those were changed.
3. **Policy – OPS-01-Call Taking** – Rachael presented to the board for some changes.

V. Alarm Calls VIA Alternative Methods - Rachael stated there are some new ways to receive alarm calls. ADT offers alarm dispatches through Text-to-911 and Rapid SOS offers alarms (currently Simpli Safe for our area) through their platform. It would not change how the alarm is processed and handled, only how the call is received. Receiving calls like this will minimize the amount of time the dispatchers spend on the phone with alarm companies. Jason Head pointed out a couple of corrections to be made for misspellings.

Under V(8) change handing to handling. Under IV (L) change sur to sure. Jason Head also mentioned that III (D), the words “officer response” should be changed to “officer dispatch” since it is the supervisor’s discretion what calls should be responded to. Motion made by Jason Head to Approve Policy – OPS – 01-Call Taking with the above corrections to be made. Motion was seconded by Faye Stubblefield.

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

*C. Holmes – Yes J. Ring – Yes*

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

*N. Johnson – Absent J. Head – Yes*

*B. Dean – Yes*

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

1. **TBI-Audit** – Rachael stated the audit went extremely well. There are only a few corrections to be made. Rachael also thanks Jason Head for Jerry Long’s assistance with making sure the Sex Offender files were accurate and any updates found were made.
2. **Farmers Bank** – Rachael stated the $2,000,000.00 was moved from checking at F& M Bank to the CD at Farmers Bank as requested.
3. Rachael mentioned the water department came out and read the meter and stated there was a water leak. The usual plumber did not locate anything and suggested a leak detection company be contacted. The only thing found was a possible small leak from a commode. That cost was $675.00
4. **EOC-Committee -** Rachael stated there was an EOC Committee formed to begin discussions for an EOC for the county. Faye Stubblefield, who is also a member of the committee, mentioned how important she felt this was for the county. She stated there would be discussions on what was needed and where it could be located. Rachael mentioned this would be a good opportunity for a back-up center, and that she would keep the board updated with any progress.
5. **Skylar Tackett** – Reported on the Ip-Flex lines. He stated the 911 center is taking over the emergency gas line phone number, which will not occur any additional cost. He stated it would hopefully be mid to late June before the swap was made.
6. **Prepared Live –** Rachael mentioned “Prepared Live” and how videos and photos can be received from that platform from 911 callers. She stated at this time we do not have any video editing software that would help be compliant with CJIS and HIPPA. She stated they had tested a product, Case Guard, which would allow editing for videos, photos, and CAD reports or any other documents. It also offers transcription, which is sometimes asked for by people who request copies of 911 calls. The cost was $3,948.00 for one License and 2hours training. Motion was made by Faye Stubblefield to purchase the License per year at $3,948.00 and training -2 hours each at $199.00. Motion was seconded by Chance Holmes.

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

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

*G. Martin – Yes J. Head – Yes*

*C. Holmes – Yes J. Ring – Yes*

*B. Dean – Yes*

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

1. Rachael mentioned that it was time to renew the **radio maintenance** **contract with Greer**. They have sent the quote over for the year, ending June 30, 2024, for the cost of $33,800.00. She stated she asked about doing 6 months or a month-by-month contract due to the ongoing radio project. Scott said they could work something out, but the next day Stacy Sykes called saying they only did contracts by the year. She stated there was a part in the contract about giving a year’s notice to terminate the contract. Motion made by Michael Van Dyke to Terminate Contract June 1, 2024. Motion was seconded by Jim Ring.

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

*G. Martin – Yes M. Van Dyke – Yes*

*J. Head – Yes F. Stubblefield – Yes*

*N. Johnson – Absent C. Holmes – Yes*

*B. Dean – Yes*

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

1. **Budget 2024-2025** – Rachel explained a few changes, nothing major with the 2024-2025 Budget. TECB re-evaluating the money distributed to the districts from the 911 tax on phones, which could result in more revenue. Motion made by Michael Van Dyke to approve the changes and the 2024-2025 Budget. Motion was seconded by Chance Holmes.

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

*M. Van Dyke – Yes J. Head – Yes*

*C. Holmes – Yes M. Wilhoit – Yes*

*N. Johnson – Absent G. Martin – Yes*

*B. Dean – Yes*

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

At this time Bruce Dean asked if we had received the Addressing Letter back from Millersville and Portland Municipalities. Rachael responded not yet.

**2023-05-07 Old Business**

None

**2023-05-08 New Business**

1. Michael Van Dyke mentioned the passing of Capt. P. R. West.

Memorial Service will be at Robertson Co. Funeral Home on June 24, 2023.

1. Michael also mentioned Law Enforcement Memorial on Thursday at the Court House.

**2023-05-09 Adjournment**

Meeting is adjourned.

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

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Typist, Cathy C. Lowe