State of Tennessee County of Robertson

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

Minutes of December 20, 2022

**2022-12-01 Call to Order**

The regular scheduled meeting was called 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 – Absent, Excused J. Ring – Present***

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

***M. Wilhoit – Absent, Excused***

***Members Present: 6 Absent – 3 Excused – 3***

**Others Present**: Richard Head – Chad Gregory – Jeff Glodoski – Mayor, Billy Vogle - Rachael Payne – Jason Pentecost – Dee Dee Perry – Cathy Lowe.

**2022-12-02 Approve Meeting Agenda**

**2022-12-03 Recognize Visitors**

Bruce Dean stated that we have no visitors to speak on behalf of the roads being reviewed and approved for re-addressing at today’s meeting.

Roads presented were: Circle Dr. – Dorris Ave. – Allison Ln. – College St. – N. Windsor Dr.

(these are all in the city limits of Springfield)

Questions were asked by board members, also some emergency personnel spoke.

Motion to go ahead with process of re-addressing of the above streets was made by Jason Head. Motion was seconded by Nancy Johnson.

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

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

*G. Martin – Absent J. Head – Yes*

*C. Holmes – Absent J. Ring – Yes*

*B. Dean – Yes*

*Vote of: (6) – Yes (3) Absent (3) Excused*

**2022-12-04 Review & Approval – November 15, 2022 -Minutes**

Bruce dean asked all board members to review the November 15, 2022 minutes at this time. Motion was made by Michael Van Dyke to approve the November 15, 2022 minutes. Motion was seconded by Jim Ring. No questions, all in favor, motion carried………….

**2022-12-05 Review & Approval – November 30, 2022- Financial Report**

Bruce Dean asked all the board to review the November 30, 2022- Financial Report at this time. No questions. Motion was made by Michael Van Dyke to approve the November 30, 2022 Financial Report. Motion was seconded by Jason Head.

*Roll Call Vote:*

*J. Ring – Yes F. Stubblefield – Yes*

*M. Van Dyke – Yes J. Head – Yes*

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

*N. Johnson – Yes G. Martin – Absent*

*B. Dean – Yes*

*Vote of: (6) Yes (3) Absent (3) Excused*

**2022-12-06 Reports from Committee’s**

911-Director, Rachael Payne

1. **911-Dispatch CPR-CALL -** CPR call on a young woman in a restaurant in White House. EMS & County Commissioners recognized Sheena for that call.
2. **Policy Manual Changes** – Rachel presented the changes that she made to 1.5 Selection Process
3. The selection process, depending upon position open, includes the following:
4. Application
5. Interview
6. CritiCall exam (Telecommunications only)
7. Personality Test (Telecommunications only)
8. Applicant background check
9. Drug Screen and medical examination
10. Candidates not eligible or not selected after submitting a formal application shall be informed in writing of such a decision via e-mail.
11. Timelines of the hiring process vary based upon the position applied for: all applicants are informed of the expected timeline during the interview.

C. CritiCall Exam - Rachael presented the following:

2. All Applicants selected as potential candidates after interviews

3. CritiCall consists of eleven (11) testing modules. Scores from each module will be evaluated for

Each candidate. All candidates must fully complete reach module to move forward in the hiring

Process.

Modules are listed below:

1. Decision Making
2. Data Entry
3. Data Entry MT (Audio)
4. Keyboarding
5. Call Summarization 2 MT
6. Memory Recall-Numeric (Audio)
7. Position Locating Rural (Written)
8. Prioritization
9. Sentence Clarity
10. Spelling
11. CritiCall Personality Test

E. Orientation and Probationary Period

1. Certain positions within District require training on specific job responsibilities prior to

assuming the duties and assignment. On-the-job training and formalized classroom

instruction in these areas shall be successfully completed before duties are assumed.

This training is outlined in the District policies on training.

1. All personnel employed as Telecommunicators shall serve a probationary period

of twelve (12) months. For all other positions, the probationary period shall be six (6)

months.

1. All employees shall meet minimum requirements during the probationary period.

The job performance of each probationary employee shall be evaluated using valid,

useful, and non-discriminatory procedures.

Time Keeping

All time sheets will be checked against scheduling software by your direct supervisor as well as the Assistant Director or Director, to check hours worked and any PTO requests. Supervisors will sign off on employee time sheets assigned to them as supervisor. The Assistant Director will sign off on the supervisor’s time sheets as supervisor. A board member or designee will sign off as supervisor on the Director’s time sheet. In the event of an absence in any of the roles, the next highest-ranking person will assume that role.

7.5-Retirement Programs

Robertson County Emergency Communications District has elected to offer the 457(b) plan. All regular full-time employees are eligible to participate in this plan. As opposed to TCRS, this plan is elective and not required. Specific details may be found at treasury.tn.gov/retirement

Motion was made by Faye Stubblefield to approve the changes in the Policy Manual. Motion was seconded by Nancy Johnson.

*Roll Call Vote:*

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

*C. Holmes – Absent J. Ring – Yes*

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

*N. Johnson – Yes J. Head – Yes*

*B. Dean – Yes*

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

1. **At&t Update – from Rachael Payne**

Rachael mentioned there has been some confusion, plan changed, but still moving forward.

1. **Go-Bag for each Employee**

Rachael mentioned the revenue from the TECB, Rachael wants to do a Go-Bag for each employee. ( includes: LapTop - Etc.) Rachael will get back with solid figures.

1. **Rachael presented paperwork to the board on Hillwood Dr**. - White House Financial Director sent e-mail to the 911-Addressing Office regarding some address issues on Hillwood Dr. The board members reviewed the paperwork. Motion was made by Michael Van Dyke to proceed ahead with changing the addresses. 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 – Yes*

*N. Johnson – Yes C. Holmes – Absent*

*B. Dean – Yes*

*Vote Of (6) – Yes (3) Absent (3) Excused*

1. **Rachael presented paperwork on McMahan Rd**. – Cathy received e-mail from Pleasant View Post Office concerning the change of one house on McMahan Rd. Coopertown City also stated the road was to be abandoned, just waiting on all to be approved and finalized thru Coopertown City. 911-Addressing received the Ordinance No. 2020-012 An Ordinance to Abandon McMahan Rd. in its Entirety.

Motion made by Faye Stubblefield to proceed with the re-addressing of 1 resident on McMahan Rd, and make sure 911-Phamplet is included with letter. Motion seconded by Nancy Johnson.

*Roll Call Vote:*

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

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

*G. Martin – Absent J. Head – Yes*

*C. Holmes – Absent J. Ring – Yes*

*B. Dean – Yes*

*Vote of: (6) – Yes (3) Absent (3) – Excused*

1. **Rachael mentioned Flags on Addresses w-Fire Depts.**

**Assistant Director, Jason Pentecost**

1. Jason presented the board with the 911 call volume and Admin. Call volume.
2. Jason also mentioned a caller that called last Friday around 50 calls on the Admin.

Lines.

**2022-12-07 Old Business**

None

**2022-12-08 Old Business**

None

**2022-12-09 Adjournment**

Meeting was adjourned at 10:03 a.m.

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

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

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

Typist, Cathy C. Lowe