State of Tennessee County of Robertson

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

 **Minutes – June 17, 2025**

**2025-06-01 Call to Order**

The Chairman, Bruce Dean, called the meeting to order at 9:00 a.m., at Springfield City Hall.

**Roll Call -** B. Dean - Present J. Head – Arrived at 9:24 am

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

 C. Gregory – Present 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:** Dee Dee Perry, Skylar Tackett, Rachael Payne, Jason Pentecost, Gena Hannah, Jeff Glodoski, Madison Burnett, Charlie Clark, Brent Dyer, Mayor Billy Vogle, Jonathan Rummell

**2025-06-02 Review Meeting Agenda**

**2025-06-03 Recognize Visitors**

**2025-06-04 Review & Approval of May 20, 2025, Minutes**

Minutes reviewed by all the board members at this time.

Motion made by Mike Wilhoit to approve the May 20, 2025, minutes. Motion was seconded by Michael Van Dyke. No questions, all in favor, motion carried.

**2025-06-05 Review & Approve May 31, 2025, Financial Report**

Financial report reviewed by board members. No questions.

Motion made by Michael Van Dyke to approve May 31, 2025, Financial Report. Motion was seconded by Chad Gregory

*Roll Call Vote: J. Head – Absent, Excused M. Van Dyke - Yes*

 *C. Holmes – Yes M. Wilhoit– Yes*

 *J. Ring – Yes B. Dean – Yes*

 *N. Johnson – Absent, Excused C. Gregory - Yes*

 *F. Stubblefield - Yes*

*Vote of: (7) Yes (2) Absent (2) Excused*

**2025-06-06 Reports from Committees**

**(Rachael)**

1. **Budget Amendment –** Rachael presented an end-of-year budget amendment as follows:

**Decrease Expenditures:**

148-4004 Full-time Dispatchers 20,000

335-4333 Building Maintenance and Repair 19,800

**TOTAL (39,800)**

**Increase Expenditures:**

187-4004 Overtime Pay 6,000

205-4104 Medical Insurance 14,000

301-4204 Accounting Services 4,000

307-4424 Internet/Cable Charges 2,500

328-4333 Maintenance/Repair Building(Janitorial) 600

333-4413 Licenses and Fees 1,000

334-4229 Lease and Rental – Office Equipment 2,000

399-4333 Maintenance/Repair Building(Mowing) 2,500

415-4307 Electricity 2,000

435-4435 Office Supplies 4,500

454-4307 Water and Sewer 700

**TOTAL (39,800)**

Rachael stated more money was moved into overtime and insurance from full-time dispatchers to keep personnel costs moving into personnel costs. Money was moved from building maintenance into the other charges, as they were higher than expected. For the office supplies, Rachael stated the headset manufacturer had announced they were going to stop producing the headsets and the wireless boxes, so she ordered several since there were currently no other manufacturers that made anything compatible. She stated for the maintenance and repair (mowing) line, some plants at the entrance had to be replaced that had been killed by frost over the last couple of winters. Michael Van Dyke asked what the reason was for the medical insurance increase. Rachael stated 911 is currently fully staffed, and this is the first time in many years. So that line is only a prediction. He asked if this would have to be changed on the upcoming budget, and Rachael stated it probably would. She said she would evaluate a few months into the budget to see how it was going and make the transfers as necessary.

Motion made by Mike Wilhoit to approve the budget amendment. Motion was seconded by Michael Van Dyke.

*Roll Call Vote: N. Johnson – Absent, Excused M. Van Dyke– Yes*

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

 *J. Head – Absent, Excused C. Gregory – Yes*

 *C. Holmes – Yes B. Dean - Yes*

 *J. Ring – Yes*

 *Vote of: (7) Yes (2) Absent (2) Excused*

1. **Capital Asset Policy –** Rachael stated there was an update to the Capital Asset Policy, recommended by finance. She stated the way it was written, there was no allowance for building improvements. She stated the roof project that was completed would have to be depreciated over 40 years, and that would show a loss since the roof would not last that long. Finance recommended 20 years for improvements, like the county has. Rachael also stated it needed to be retroactive to be effective at the beginning of the budget year in July 2024. She also stated vehicles were changed from 5 years to 10 years, also modeled after the county policy.

Motion made by Chad Gregory to approve the capital asset policy and make the policy retroactive to July 1, 2024. Motion was seconded by Faye Stubblefield.

*Roll Call Vote: J. Head – Absent, Excused M. Van Dyke - Yes*

 *C. Holmes – Yes M. Wilhoit– Yes*

 *J. Ring – Yes B. Dean – Yes*

 *N. Johnson – Absent, Excused C. Gregory - Yes*

 *F. Stubblefield - Yes*

*Vote of: (7) Yes (2) Absent (2) Excused*

1. **Building Maintenance –** Rachael stated the Board had asked her to come up with a figure for building maintenance over the last year. She stated the total was $282,712. She stated the biggest part of that was the roof project. Bruce Dean asked if this was a typical year, minus the roof. Rachael stated it was, aside from replacing the gate and a couple of other projects that were insurance recovery. Michael Van Dyke asked if there was still anything outstanding on the generator. Rachael stated they are still waiting for the ATS to come in, which had a 5–7-week lead time. She stated the electrician was lined up, they were just waiting on the parts. He also asked what the total was for that, and Rachael stated it was close to $20,000. Chad Gregory referred to the minutes, stating the cost of the switch was approximately $11,800 and $7,600 for installation/electrician. Michael Van Dyke asked if this was already in the budget, and Rachael stated it was in both years, since there was uncertainty when it would arrive. Rachael did state there was a recommendation to clean the existing fuel in the generator by the new company that was contracted, so that was being done later in the week.
2. **Rapid SOS –** Rachael stated even though the Rapid SOS upgrades were approved last month, she wanted the 911 Board to know the total of the contract before it was signed. She stated there was a 5-year contract for a total of $208,587.50, which did include some one-time set up fees of approximately $8,.000 and the rest was over the 5-year period.
3. **Audit-** Rachael stated the accountant was coming to the next meeting to present the audit from the previous year. Michael Van Dyke asked how many years the same company had been used, and Rachael stated it had been the same company since she was promoted. He stated it is recommended to change auditors every few years. Rachael stated she would check around and see if there was anyone else in the area that did 911 audits, as it was such a specialized field according to other auditors.
4. **Consoles –** Rachael stated she had the quote from Evans Consoles, who was on OMNIA contracts. Rachael did state it was in the policy that items could be purchased from purchasing agreements without bidding them out. The quote was $215,906.50. She also showed the 911 board some renderings of what they looked like. She stated this quote was for 8 consoles, 4 of which were single consoles, 2 of which were 2 consoles connected. Rachael stated this was moving to 8 consoles and opening the room instead of the 7 consoles, without the 2 pods being divided. Rachael stated the consoles moved up and down, and the computer monitors independently moved up and down, as well as in and out. Rachael also stated there was also the Evans Care cleaning that was offered. She stated someone from Evans would come out and clean the consoles, making any repairs that were needed at the time. She stated by doing this, the warranty for the consoles was extended to 20 years. Rachael stated that her, Jason, and Skylar tore down the consoles the previous year and cleaned them, and the money Evans charged was very well worth the cost, especially with the addition of extending the warranty. Rachael stated the consoles would have to be depreciated, and the money was available to cover the purchase. Michael Van Dyke asked if the life expectancy was 20 years, and Rachael stated everyone they had talked to only had great things to say. She stated she had gone to a center in Horry County, North Carolina to see them. She stated they looked very nice. She also stated she talked to someone else at the conference that had them for about 5 years, and they also only had great things to say both about the product and the customer service. Michael Van Dyke stated it seemed like a lot of money, but over 20 years, that was only about $900 per month.

Motion made by Michael Van Dyke to approve the purchase of the Evans Consoles. Motion was seconded by Faye Stubblefield.

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

 *C. Gregory – Yes M. Wilhoit – Yes*

 *F. Stubblefield - Yes J. Ring – Yes*

 *J. Head – Absent, Excused B. Dean - Yes*

 *N. Johnson – Absent, Excused*

 *Vote of: (7) Yes (2) Absent (2) Excused*

Chad Gregory asked if there needed to be approval for the cleaning contract as well. Rachael stated the price was $495 per console, per year. Chad stated it seemed like a good idea to go ahead and lock in the price for the next 5 years after the consoles were installed.

Motion made by Faye Stubblefield to approve the Evans Care 5-year cleaning contract. Motion was seconded by Mike Wilhoit.

*Roll Call Vote: J. Ring – Yes J. Head – Absent, Excused*

 *C. Gregrory – Yes M. Wilhoit - Yes*

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

 *F. Stubblefield - Yes B. Dean – Yes*

 *M. Van Dyke - Yes*

 *Vote of: (7) Yes (2) Absent (2) Excused*

1. **EOC update –** Rachael stated there had been an EOC meeting where two companies came in and talked to the committee, WOLD and Rufus Johnson. She stated there was nothing that was decided during this meeting. They talked about pricing and how the process worked. Faye stated she had contacted CTAS to figure out the next steps. She stated a needs assessment needs to be completed before further action is taken, but CTAS is going to guide the process. She stated there is a trip in the process of being scheduled for a day in July to go to Putnam County for anyone wishing to attend.

**(Jason)**

Jason presented the board with updated call numbers and department numbers for the previous month.

**(Skylar)**

No updates.

**(Dee Dee)**

1. **Youngville Rd –** Dee Dee stated someone was building a shop with electric and water. She stated there were no numbers available to give the building. Other issues found on this road were 4936 and 4942 share a driveway. 4960 and 4962 should be 50 feet apart but are 150 feet apart. 4962 is next door to 4990. 5102 moved the driveway after address was issued, making 5102 come before 5107. 5606 Hopewell Rd should be numbered on Youngville Rd. 5134 comes before 5133. 5133 is across from 5138C. 5138, 5142, 5150, and 5154 come before 5137. 5162 comes before 5161. 5202 comes before 5195 and 5197. 5746 comes before 5743. Bruce Dean clarified that this came about because an address was needed and there were none available.

Motion made by Chad Gregory to readdress Youngville Rd. Motion was seconded by Mike Wilhoit.

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

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

 *M. Wilhoit – Yes C. Gregory – Yes*

 *M. Van Dyke – Yes B. Dean – Yes*

 *J. Head – Yes*

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

1. **7956 and 7972 Bethlehem Rd –** Dee Dee stated Bethlehem Rd had already been readdressed. She stated 7956 applied for a driveway permit to move their driveway. A new address was issued, and everyone was notified but the owner, so they never changed the address. Not changing this address will make other numbers out of line around it. It was discovered when Gena went out to do some addressing in the area and none of the numbers lined up. Chad asked if the owner was notified, and Dee Dee stated there was no letter in the file showing the resident was notified. Gena stated the homeowner still had the 7956-address displayed. Contact has not been made with the homeowner yet, as addressing was waiting on permission from the board to proceed.

Motion made by Chad Gregory to readdress 7956 to 7972 Bethlehem Rd. Motion was seconded by Chance Holmes.

*Roll Call Vote: M. Wilhoit – Yes M. Van Dyke- Yes*

 *J. Head – Yes N. Johnson – Absent, Excused*

 *C. Gregory - Yes C. Holmes – Yes*

 *F. Stubblefield – Yes B. Dean – Yes*

 *J. Ring – Yes*

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

1. **Bedwell Rd –** Dee Dee stated 2702 should be an odd number. 2702 and 2710 come before 2701. 5557 Courtland Rd should be addressed on Bedwell Rd. Dee Dee stated this is being presented in case the residents do not change to a private drive. She stated if they do not, then the road will have to be readdressed.

Motion made by Faye Stubblefield to readdress Bedwell Rd if the resident does not change to a private drive. Motion was seconded by Chad Gregory.

*Roll Call Vote: M. Wilhoit – Yes M. Van Dyke- Yes*

 *J. Head – Yes N. Johnson – Absent, Excused*

 *C. Gregory - Yes C. Holmes – Yes*

 *F. Stubblefield – Yes B. Dean – Yes*

 *J. Ring – Yes*

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

1. **6745 Tinnin Rd –** Dee Dee stated she was working with Davidson County and Mission Critical on some border lines between Robertson and Davidson Counties. She stated she was checking the MSAG and found a letter requesting the address be changed. She stated that it probably should have been made from Davidson County, and the resident notified. She stated the resident was using a Robertson County address. She stated she is waiting on a call from Davidson County. Dee Dee is presenting it to change in case it is still needed. She did state it was fully in Davidson County.

Motion made by Michael Van Dyke to reassign 6745 Tinnin Rd to Davidson County. Motion was seconded by Chad Gregory.

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

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

 *M. Wilhoit – Yes C. Gregory – Yes*

 *M. Van Dyke – Yes B. Dean – Yes*

 *J. Head – Yes*

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

**2025-06-07 Old Business**

None.

**2025-06-08 New Business**

1. Bruce Dean stated there was some new business that needed to be addressed regarding the Secretary. He asked Rachael to speak on the issue. Rachael stated that Nancy’s husband had cancer, and they were having to make multiple trips to Nashville each week for treatment, not leaving much time for Nancy to fulfill her obligations as Secretary. Rachael stated previously the Treasurer/Secretary roles had been combined, and that it may be a good idea to do that again until Nancy was able to return. Rachael stated she could continue to take care of the minutes. She stated Faye could sign as the Treasurer and Secretary for bank information. Faye stated she had talked with Nancy and Nancy was okay with Faye taking over until she was able to return. Faye stated she was willing to accept the responsibility.

Motion made by Chad Gregory to combine Secretary/Treasurer roles and appoint Faye Stubblefield. Motion was seconded by Chance Holmes.

*Roll Call Vote: J. Ring – Yes J. Head – Yes*

 *C. Gregrory – Yes M. Wilhoit - Yes*

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

 *F. Stubblefield - Yes B. Dean – Yes*

 *M. Van Dyke - Yes*

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

1. Chad mentioned there had been some requests from other agencies to add Robertson County radio channels to their radios. Chad stated they had made a form, basically copied from the form Sumner County had. He stated the form would be received, then be forwarded to the appropriate agency to approve/deny the request. Chad asked if a committee needed to be established to review the requests or how they needed to be handled. Jason Head stated it did not involve the board, to which Chad agreed. Mayor Vogle stated he felt the 911 Board was the user group, but a lot of work was done on the radios. Jason Head suggested a user group be established for the county since the county footed most of the bill. After some further discussion, Mayor Vogle said he would start working on that.

**2025-06-09 Adjournment**

 Meeting adjourned by the Chairman, Bruce Dean at 9:43 am.

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Chairman, Bruce Dean Typist, Rachael Payne

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Secretary/Treasurer, Faye Stubblefield