State of Tennessee County of Robertson

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

 **Minutes –November 19, 2024**

**2024-11-01 Call to Order**

The Chairman, Bruce Dean, called the meeting to order at 9:00 a.m., at the ECC Building.

**Roll Call -** B. Dean - Present J. Head – Absent, Excused

 C. Holmes – Present N. Johnson – Present

 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, Blake Pierce, Madison Burnett, Milton Carney

**2024-11-02 Review Meeting Agenda**

**2024-11-03 Recognize Visitors**

**2024-11-04 Final Approval Discussion for Chambliss Rd, Atkins Rd, Mt. Sharon Rd**

**Chambliss Rd. -** Dee Dee presented Chambliss Rd to the board for final approval. Issues found on Chambliss came from an address being requested between 2223 and 2225, with no numbers available. 2223 also comes before 2225. 2611 shares a driveway with 2571 and 2575. 2571 and 2575 are next door to 2613. No visitors from Chambliss Rd, no further discussion.

Motion made by Mike Wilhoit to approve the readdressing of Chambliss Rd. Motion was seconded by Chad Gregory.

*Roll Call Vote: M. Van Dyke – Yes F. Stubblefield – Yes*

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

 *C. Holmes – Yes N. Johnson – Yes*

 *J. Ring – Yes B. Dean - Yes*

 *M. Wilhoit - Yes*

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

**Mt Sharon Rd. –** Dee Dee presented Mt Sharon Rd to the board for final approval. Issues for Mt. Sharon Rd were found withn a new construction permit was requested between 4255 and 4257 with no addresses available. Other issues that were found were 4257 is across from 4262. 4257 is across from 4266. 4339 is next door to 4351. 4340 is across from 4351. 4418 and 4420 should be addressed on Callaway Ln. They are on the same drive as 1036 and 1056 Callaway Ln. 4465, 4473, and 4477 all share a driveway. Mr. Milton Carney stated he lived at 4419 Mt. Sharon Rd. He stated he had no problem moving his mailbox across the road to the side he lived on. He expressed concerns that this was a small and narrow road, and two vehicles can barely pass. He stated someone had changed the speed limit to 40 mph. He stated there were a lot of elderly people that lived on the road, and he would rather have his mailbox on the other side of the road. He wasn’t sure who would direct him how and where to place his mailbox. Dee Dee explained that the mailbox location was a decision for the post office. She asked Mr. Carney if he had talked to the post office to see if he could move the mailbox across the road. He stated this was the first he had heard of any changes, so he had not. Dee Dee told him to contact the post office to see if they would consider moving the mailbox. Dee Dee stated this meeting was just for the numbering of the road and offered the addressing office’s assistance if they could help in any way. He asked who to contact about the speed limit. M. Van Dyke asked if he was in Coopertown or in the county. He stated one side was Coopertown and one was county. M. Van Dyke suggested he contact Coopertown to get the speed limit changed, and if they couldn’t help to contact the county highway department. F. Stubblefield asked if the private drives mentioned were families or how they came about. Dee Dee explained it had been around for quite a while.

Motion made by Faye Stubblefield to approve the readdressing of Mt. Sharon Rd. Motion was seconded by Chad Gregory.

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

 *F. Stubblefield – Yes N. Johnson – Yes*

 *M. Van Dyke – Yes C. Gregory - Yes*

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

 *C. Holmes- Yes*

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

**Atkins Rd/Atkins Rd Ext –** Dee Dee presented Atkins Rd to the board for final approval. This road was brough about because of confusion on Atkins Rd Ext, which was numbered sequentially with Atkins Rd. These roads should have been numbered with different number ranges. Other issues found on Atkins Rd were that 3656 Ed Ross is numbered on Atkins Rd. 3843 is approximately 38 feet from 3850. 3837 comes before 3836. 3828 comes before 3821. 3776 comes before 3773. 3758 is across from 3717. No visitors present for Atkins Rd. No further discussion.

Motion made by Chad Gregory to approve readdressing of Atkins Rd. Motion was seconded by Jim Ring.

*Roll Call Vote: M. Van Dyke – Yes F. Stubblefield – Yes*

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

 *C. Holmes – Yes N. Johnson – Yes*

 *J. Ring – Yes B. Dean - Yes*

 *M. Wilhoit - Yes*

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

**2024-11-05 Review & Approval of October 15, 2024, Minutes**

Minutes reviewed by all the board members at this time.

Motion made by Mike Wilhoit to approve the October 15, 2024, minutes as reviewed. Motion was seconded by Chance Holmes. No questions, all in favor, motion carried.

**2024-11-06 Review & Approve October 31, 2024 Financial Report**

Financial report reviewed by board members. No questions. Rachael mentioned there was an additional sheet stating interest from CD’s, which was a new requirement for the state.

Chad Gregory asked about the $350 and change fee that was assessed. Rachael stated she was going to mention that shortly, but it was moving some CD’s from United Bank to Farmer’s Bank for a much higher interest rate. Chad asked if more interest was going to be earned than the charged fees and Rachael stated there was a lot more interest that would be earned. The CD’s went from .75% to 4.5%.

Motion made by Mike Van Dyke to approve October 31, 2024, Financial Report. Motion was seconded by Chad Gregory.

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

 *F. Stubblefield – Yes N. Johnson – Yes*

 *M. Van Dyke – Yes C. Gregory - Yes*

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

 *C. Holmes- Yes*

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

**2024-11-07 Reports from Committees**

**(Rachael)**

1. **Audit –** Rachael stated the auditors were completing the audit this week, so that report should be completed sometime in the next couple of months.
2. **Training Coordinator Job Description –**Rachael stated she needed approval for the Training Coordinator Job Description that had been rewritten. There was one already in place, but that description gave the Training Coordinator as much power as the Assistant Director. Faye asked if this was a new position. Rachael said the position was already there, this was just a rewriting of that job description. She stated it made the job clearer. She stated this was one of the positions that would qualify someone for a shift lead position. Chad asked if someone was already in the position, and Rachael stated Sheena had already been in the position.

Motion made by Faye Stubblefield to approve the job description. Motion was seconded by Jim Ring.

 *Roll Call Vote: M. Wilhoit - Yes F. Stubblefield – Yes*

 *J. Ring – Yes N. Johnson – Yes*

 *C. Gregory - Yes C. Holmes – Yes*

 *M. Van Dyke – Yes B. Dean - Yes*

 *J. Head – Absent, Exxcused*

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

**(Jason)**

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

**(Skylar)**

Skylar stated the roof project was complete, and the company was excellent to work with. He stated they cleaned the electrical room before leaving and didn’t have to. We are just waiting for the final bill.

**(Dee Dee)**

1. **8355 Guthrie Rd –** Dee Dee stated a problem had arisen on South Rockhouse Rd. Dee Dee stated there was a 911 call at this location, and dispatch had her check into it for a discrepancy. The address for the rock quarry is 4450 South Rock House Rd, which is the address for the Rogers Group. She stated there were two points on the lot. Garrett Brothers is using 8535 South Rockhouse Rd, which is out of sequence. When looking at previous notes, it looks like it was issued to a driveway on the back that used to be there. They quit using that and started using the entrance on South Rockhouse Rd. Chad asked if changing this address would create any other changes. Dee Dee stated the numbers there have plenty of room, so it shouldn’t be an issue. Dee Dee stated when she talked to someone at Garrett Brothers, he stated there was a possibility someone could get hurt there, and they wanted to get it fixed.

Motion made by Chad Gregory to change the address for Garrett Brothers. Motion was seconded by Mike Van Dyke.

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

 *F. Stubblefield – Yes N. Johnson – Yes*

 *M. Van Dyke – Yes C. Gregory - Yes*

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

 *C. Holmes- Yes*

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

1. **Bellar Ext** – Dee Dee stated this road came about because there was an application for an address for a mother-in-law suite at 2628. Dee Dee stated if a new eaddress was issued, it would add to the current problem on this road. 2628 comes before 2627. 2628 and 2627 come before 2626.

Motion made by Chad Gregory to approve readdressing Bellar Ext. Motion was seconded by Chance Holmes.

*Roll Call Vote: M. Wilhoit - Yes F. Stubblefield – Yes*

 *J. Ring – Yes N. Johnson – Yes*

 *C. Gregory - Yes C. Holmes – Yes*

 *M. Van Dyke – Yes B. Head - Yes*

 *J. Head – Absent, Excused*

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

1. **Southwark Dr –** Dee Dee mentioned she brought this to the board a little while back due to the movement of William Batson in case it did end up changing. Dee Dee stated Southward Dr was re-routed to cross over where they added the William Batson extension. Dee Dee stated Southwark Rd had already been re-addressed. The two addresses need to be changed to put them in the right order. Dee Dee stated she had spoke with both residents, and they knew it was probably coming that they would have to readdress.

Motion made by Faye Stubblefield to re-address two houses on Southwark Dr. Motion was seconded by Mike Wilhoit.

*Roll Call Vote: N. Johnson - Yes J. Head – Absent, Excused*

 *M. Wilhoit – Yes C. Holmes– Yes*

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

 *M. Van Dyke – Yes B. Dean - Yes*

 *C. Gregory - Yes*

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

1. **Fischer Dr, Fischer Ct, and Fisher Dr –** Dee Dee stated this was a problem presented by dispatch. Dee Dee stated all three had the same number range, which had created some confusion. She stated she is asking permission to readdress Fischer Ct and one of the Drives. There is also a Fisher Dr in White House, but it is Sumner County. The Fisher Ct in Greenbrier has a different address range from the others. Dee Dee presented other issues on the roads. 100 Fischer Dr should be addressed on Driftwood Dr. 104 Fischer comes before 103 Fischer. 117 comes before 114 and 116. 119 comes before 116 and 118.121 comes before 118 and 120, Other roads affected by changing Fischer Dr would be Driftwood Dr, Driftwood Ct, Greer Dr, and Martin Dr. Address issues on Fischer Ct are that all are odd numbers, on both sides of the road. They are numbered in sequence with the numbers on Fischer Dr and should be numbered with a different range since it is a different road. Issues with Fisher Dr are that 1217 Mayes Dr should be on Fisher Dr. 108 Fisher Dr comes before 107. 107 and 109 Fisher should be numbered on Bedwell. 114 comes before 113. Other roads affected by changing Fisher Dr would be Bedwell Dr and Margery Ct. Dee Dee stated there would be fewer roads affected if Fischer Ct in Springfield and Fisher Dr in Greenbrier were changed. Jason stated in the last several weeks, there have been two issues of a call being in Springfield and was put in on Fisher Dr. in Greenbrier.

Motion was made by Faye Stubblefield to readdress Fischer Ct in Springfield and Fisher Dr in Greenbrier. Motion was seconded by Chad Gregory.

*Roll Call Vote: M. Van Dyke – Yes F. Stubblefield – Yes*

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

 *C. Holmes – Yes N. Johnson – Yes*

 *J. Ring – Yes B. Dean - Yes*

 *M. Wilhoit - Yes*

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

1. **Rose St –** Dee Dee stated there was a small section that was numbered as 17th Ave E, which was since changed to Rose St. Rose is also on the list because of the change from South Main St. Other issues are that the driveways at 414 and 500 16th Ave are on Rose St. 407 17th Ave is now on Rose St. because of the change. Dee Dee stated an email was sent to the city because of the part between Rose St and Memorial to ask if they would consider making that part Rose St. They did make those changes.

Motion made by Faye Stubblefield to make these changes on Rose St. Motion was seconded by Chad Gregory.

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

 *F. Stubblefield – Yes N. Johnson – Yes*

 *M. Van Dyke – Yes C. Gregory - Yes*

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

 *C. Holmes- Yes*

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

**2024-11-08 Old Business**

Faye mentioned that when it came time to do the budget/billing for next year, Cedar Hill needs to be added in. She advised she talked to Mayor Edwards when he got elected, and they were willing to pay their part. She also said she believes Coopertown should be billed for some of he calls they are not currently being billed for. She said she believes there needs to be some discussion about that. Bruce asked if that would need to come through the county, and questioned if the board had the authority to say they needed to pay. Rachael said that the resolution and interlocal agreement is initiated by the county, and Faye asked if she should just take it to the commission and mayor. Mike Van Dyke mentioned that when the Sheriff’s Office responded to calls in other cities, they did not pay for those law enforcement calls. They only paid for the fire calls or whatever departments they had.

**2024-11-09 New Business**

Faye mentioned the EOC and that the committee went back to Putnam County again last week. She stated the first time, it was just a tour to see what was out there. She stated this time there was more time spent there and a lot of questions asked. Faye stated she was just trying to bring everyone up to date about what was going on. She said it had been taken to planning and zoning, and they had talked to Traye Fann. She stated it was time to start talking to project managers and architects. Faye mentioned it had been talked about to add on to the bond the county will get for the schools next year. She said it had been talked about whether 911 should go into the building or not, but the mayor wasn’t sure if they should. Faye said she knew the board was separate and paid their own expenses, not being part of the county government. She stated if there was a dispatch added, it had been discussed how the costs would be separated. She stated Putnam County had an MOU in place as to who pays for what. Faye stated there had been talk of adding one inside the building and having an MOU, as well as building a separate building on the same property. Faye stated Jeremiah Pierce, another county commissioner, is also involved and he is a contractor that builds houses, so he has some knowledge about building. She stated there has been talk about possibly establishing an easement from Tom Austin Highway. Faye invited everyone to come to any of the meetings if they were interested. She stated at some point there needed to be a discussion amongst the board about how to proceed.

Rachael invited the board to the Christmas Party on December 14 and stated they had decided to adopt 4 Angels from the Angel Tree instead of swapping gifts.

Michael Van Dyke stated last night the county commission approved the purchase of the generator for the Cross Plains radio tower, and that should be ordered this week. It will likely not arrive until the spring. The purchase cost was around $36,000.

Rachael mentioned there was an issue with the private drive policy. Dee Dee stated most people have been receptive, but there have been several issues where people will put in apartments or living areas in a detached garage or pole barn without saying anything. She is asking for better clarification in the policy for better guidance. She asks for a work-around for someone who is just building a garage with utilities, and with the understanding that if another structure is built after that, there must be a private drive assigned. After some discussion, the board suggested modifying the policy to reflect what is needed and bring it back to the board the next month for approval.

Dee Dee mentioned there was an issue with someone building a house on Second Grove Rd. She stated the residence qualified for a private drive off Pleasant Grove, which is where the person wanted the driveway to be. Dee Dee told the resident she would have to name the driveway a private drive or address off Second Grove Rd. They chose to go off Second Grove, but were unhappy about it because the terrain was terrible from Second Grove Rd. Dee Dee stated she talked to the resident again and they told her they were directing all construction traffic off Pleasant Grove Rd. The resident asked what their driveway had to be made of and how close it had to be to the house. Dee Dee referred them back to their contractor and said it should be close enough and out of a material where emergency services could respond if needed. Dee Dee stated she had also talked to planning and zoning about the issue and they were aware.

**2024-11-10 Adjournment**

 Meeting adjourned by the Chairman, Bruce Dean at 10:00 am.

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Chairman, Bruce Dean Secretary, Nancy Johnson

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Typist, Rachael Payne