

**COFFEE COUNTY
9-1-1 EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS**

**MEETING MINUTES
February 15, 2023**

Pursuant to adequate public notice, the Board of Directors of the Coffee County 911 Emergency Communications District met at 5:00 p.m. in the 911 Center Annex at Jack Welch Drive in Manchester. Board members present were Chairman Tim Stubblefield, Vice-Chairman Joe Hinch, Treasurer Roxanne Patton, Mark Yother, Neal Simmons, Jason Williams, Christine Massengale, and Phil Duncan. Secretary Mark Williams was unable to attend. Also attending were Superintendent and District Accountant Scott Leduc, Operations Manager Robert Jarman, and guests. Exhibits are incorporated as referenced. Votes of board members are noted in the minutes as unanimous when all members agree. Any member who is opposed or abstains is noted.

2023-02-01. Call to Order, Roll Call, and Welcome

Chairman Tim Stubblefield called the meeting to order. The roll was called. Those present or absent were as noted above. There was a quorum. The Chairman welcomed all persons, especially the new members, Christine Massengale and Phil Duncan.

2023-02-02. Agenda

Board members reviewed the proposed agenda, prepared by Legal Counsel. It was approved by motion of Joe Hinch, seconded by Mark Yother, which was unanimously approved (UA).

2023-02-03. Previous Meeting Minutes

The Board reviewed the draft meeting Minutes of December 21 (Exhibit A), prepared by Legal Counsel. Joe Hinch made a motion to approve. Mark Yother seconded the motion, which was UA.

2023-02-04. Financial Report & Budget Amendment

The Chairman recognized Scott Leduc, District Accountant. He gave the finance report, including a Profit & Loss, and a Balance Sheet (fiscal year to date) (Ex. B). Joe Hinch made a motion to receive the report. Christine Massengale seconded the motion, which was UA, by roll call vote (RCV).

2023-02-05. Superintendent Report

Superintendent Scott Leduc provided a report covering activities at the CCC (Ex. C). It included updates:

Operations and Technology.

- CAD Upgrade. We continue to look forward to a CAD upgrade. In order to meet the needs of our growing population. We would like to schedule a demo of the proposed CAD system in the next few months.
- Radio System. The new radio system project is almost complete. All equipment is up and live at the Communications Center, including the recording software/hardware. We're "live" with most agencies and we're working out some minor fixes daily. This is a huge step forward for Coffee communications.
- Short Mountain Towers Rental Agreement. Short Mountain towers has presented an annual rental contract for the Deer Run site in the amount of \$3,450.00 / year. The board agreed to a one (1) year contract, upon motion by Joe Hinch, seconded by Mark Yother, and approved by UA-RCV.
- LIVE 911. I requested a quote for hardware/software requirements to run LIVE911 to participating agencies. It allows agencies to hear 911 calls as they happen for better situational awareness.
- RapidSOS Premium. A quick demo of RapidSOS Premium proves to be better than the free version we currently use. However, more consideration should be given before adding this to our

technological arsenal. A demo can be scheduled. The subscription price is \$11,952/year.

- Staffing. We hired for trainees are one returning dispatcher. This puts at 16 frontline dispatchers when training is completed. We have 5 interviews for new hires this week.
- Quality Assurance. Our QA program is working! Scores are up!
 - 73% NOVEMBER
 - 80% DECEMBER
 - 87% JANUARY
- Our employees are showing quality improvement very quickly. We are benefitting greatly from the results of QA, and we look forward to the excellent quality of dispatch we strive for.

Updates.

- Ben Lomand Telephone Service. All the necessary paperwork has completed/ BLTS continues to work in the background for the utility installation. More news this week from the project manager on expected completion.

2023-02-06. Bonnaroo Festival

Chairman opened discussion on 911 involvement in the festival. The board discussed the cost benefits and the possibilities of cost reimbursement from the County or City of Manchester for services. No decision was made.

2023-02-07. Counsel Report

Legal Counsel mailed reports to the board members, which contained information of interest to the district.

2023-02-08. Conference Schedule

- TENA Conference, Sep. 24-27, Murfreesboro Embassy Suites

2023-02-09. Next Meeting

The next regular meeting will be **April 19, at 5:00 p.m.**, in the 911 Center Annex, Jack Welch Drive, Manchester.

2023-02-10. Adjournment

A motion was made by Joe Hinch, seconded by Roxanne Patton, and UA to adjourn the meeting.

Certification:

These are the true, accurate, and complete minutes of the meeting above described, and have been approved by the Board of Directors.

Approved:

Date:

CHAIRMAN OF THE BOARD

Approved:

Date:

SECRETARY OF THE BOARD
