

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

**MEETING MINUTES
August 16, 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, Treasurer Roxanne Patton, Mark Yother, Neal Simmons, Christine Massengale, and Phil Duncan. Vice-Chairman Joe Hinch, Secretary Mark Williams, and Jason Williams were 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.

2023-08-01. 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.

2023-08-02. Agenda & Visitors

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

2023-08-03. Previous Meeting Minutes

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

2023-08-04. Financial Report & FY 2023 Audit

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-1). Christine Massengale made a motion to receive the report. Mark Yother seconded the motion, which was UA, by roll call vote (RCV). Mr. Scott provide a copy of the audit of the fiscal year ending June 30, 2022 (FY 2022) (Ex. B-2), prepared by Tamara Beckman, CPA. It has no findings against the District.

2023-08-05. Chairman Request to Consider New Arrangement

Chairman Tim Stubblefield said there was not a quorum of members present to conduct a meeting of the Consolidated Communications Commission (CCC). There have NOT been quorums present for the previous two (2) meetings. This has prevented the CCC to approve needed changes affecting employees, and other important matters. He asked the Board of Directors to consider a new arrangement, and asked Legal Counsel for guidance.

2023-08-06. 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 before the next board meeting.
- Radio System. Tullahoma agencies are finalizing the deal to join the TACN radio system. 911 has everything needed to accommodate this additional group.
- Ben Lomand Connect. BLC is entering the final stages of connecting to the outdoor vault and will provide service inside the Communications Center. ETA approximately 60 days.
- RapidSOS Premium. This product could be a great tool for scenarios where critical incidents require more focused intelligence to make quick/accurate decisions. The subscription price is

\$11,952/year. Mark Yother a motion to approve. Phil Duncan seconded the motion, which was approved UA-RCV.

- Solacom Hardware/Software. The telephone software and hardware are on order, and will be installed in approximately 30 days.
- Staffing. Staffing levels are at capacity. One trainee had been promoted to full dispatcher, and three other trainees are doing very well to complete training ahead of schedule.
- Quality Assurance. Our QA program is working! Scores are up!
 - 95% April company average
 - 93% May company average
 - 89.89 June company average
 - 93.01 July company average
- NCMEC Certification. Our District is certified with the National Center for Missing and Exploited Children. This is a result of a lot of hard work from the whole team. We were one of twelve in the United States to be recognized at the recent APCO Conference. Great job!
- Annual Financial Audit. Brief results: no findings, increase in net position.
- AT&T offer to lower its payments to the District.

2023-08-07. Counsel Report

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

2023-08-08. Conference Schedule

- TENA Conference, Sep. 24-27, Murfreesboro Embassy Suites
- Winter Workshops, Jan. 22-25, Gatlinburg Edgewater Hotel

2023-08-09. Next Meeting

The next regular meeting will be **October 18, at 5:00 p.m.**, in the 911 Center Annex, Jack Welch Drive, Manchester.

2023-08-10. Adjournment

A motion was made, seconded, 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
