

**BRISTOL TENNESSEE
EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS' MEETING
July 20, 2016**

ITEM 1. Roll Call

Tim Eads was absent. All others present. Also present were Attorney A.D. Jones, Mrs. Virginia Smelser, and Sgt. Daniel Graham.

ITEM 2. Recognize Guests

There were no guests present.

ITEM 3. Minutes of Previous Meeting – June 15, 2016

Jim Messimer made a motion, seconded by Dwayne Honaker, to approve the minutes from the June 15, 2016 meeting. All voted in favor and motion passed.

ITEM 4. Financials

A. Receipts & Expenditures

All receipts and expenditures were passed to the Board members for their review and the required signatures.

B. Treasurer's Report

David Warren presented the balance sheet, monthly financial and monthly budget reports. There is an error on the budget report where the monthly Century Link charge was placed in the wrong line item of 4227. It should be listed in line item 4312. Dwayne Honaker made a motion, seconded by Wallace Elliott, to approve the reports with the direction to have the Century Link expense in June moved from line item 4227 to line item 4312. Roll call vote: Eads – absent, Elliott- yes, Honaker – yes, Messimer – yes, Wade – yes, Warren – yes. Motion passed.

ITEM 5. Old Business

A. Report on Operations & Equipment

1. Overview of Operations

a. Daily Operations

June was a busy month, however, nothing major to report.

Motorola sent their top technicians in last week and uncovered some issues with the programming and installation of the system. These issues have been addressed and we hope this will fix some of the problems we have been experiencing.

Geocomm is fully operational. Pictometry is fully operational.

b. Update on Total Response

The total response system is up and running. The dispatchers are still getting used to the differences in this system. Mrs. Smelser has been working on the admin side of the system to make it more user friendly and customized to our operations.

c. Personnel

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Emily Monroe is set to be released from training next week. We are down one person, however, Chief Wade will be interviewing a candidate in the next couple of weeks.

- d. Update on Next Gen 911 Equipment
The next gen equipment is working well. We have not experienced any outages.
- e. Update on Aurora Stats
There is no change on the aurora stats. We are still unable to obtain accurate statistical information. Mrs. Smelser has been contacting Century Link weekly for updates on the ECats beta testing but there has been no date established at this time.

- B. Statistics
Mrs. Smelser reviewed the monthly statistics.

ITEM 6. New Business

- A. Review and request approval for Internal Control Minimum Standards Policy. A new law has been passed in Tennessee requiring all 911 Districts have an Internal Control Minimum Standards Policy. The TECB sent out a sample policy. Mrs. Smelser adapted that policy to our operations as much as possible. She presented a draft of that policy for the Board review. After much discussion, David Warren made a motion, seconded by Wallace Elliott, to approve the policy as presented today with one change under number 12. This will be reworded to say "The following duties are to be performed by two or more supervisory staff: approving requisitions; preparing purchase authorizations; receiving goods or services; approving payment; preparing checks; signing checks; and preparing bank reconciliations". Roll call vote: Eads – absent, Elliott- yes, Honaker – yes, Messimer – yes, Wade – yes, Warren – yes. Motion passed.

Mrs. Smelser will obtain and provide additional information to the Board as it relates to State policies, etc. on purchasing, and other financial matters. The Board will reevaluate this policy at a later date.

ITEM 7. Discussion Items

ITEM 8. Other Matters

ITEM 9. Citizens and Delegations Presentation

ITEM 10. Next meeting August 17, 2016 – Rescheduled to September 21, 2016.

The next meeting is during race week with an event scheduled for that evening. Wallace Elliott made a motion, seconded by Jim Messimer, to move the next meeting to

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September 21, 2016 unless matters arise that would require immediate attention. All voted in favor.