

Bradley County 911 Communications Center

Joe Wilson
Director

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ETHICS COMMISSION

March 27, 2008

Tennessee Ethics Commission
SunTrust Bank Building
201 4th Avenue N., Suite 1820
Nashville, TN 37243

The Bradley County 911 Emergency Communications District (ECD), at its regular June 27, 2007 meeting, adopted an ethics policy. The ECD adopted the CTAS model ethical standards.

Enclosed is a copy of the minutes of that board meeting. We apologize that your organization was not notified in a timely manner.

Best regards,



Joe Wilson
911 Director

enclosure



BRADLEY COUNTY 9-1-1
EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS

Meeting Minutes
June 27, 2007

Pursuant to adequate public notice, the Board of Directors of the Bradley County 9-1-1 Emergency Communications District met at the Bradley County Communications Center in Cleveland, Tennessee, on the above date in regular session. Board members present were Chairman Danny Lawson, Treasurer Joe Davis, Secretary John Simmons, Chuck Atchley, Hank Hayden, Tom Rowland, Gary Hicks for Wes Snyder, Connie Spencer, and Troy Spence. Gary Davis and Tim Gobble were absent. Others at the meeting were Communications Center Director Joe Wilson, Assistant Director Sherri Bryant, Legal Counsel Mike Mahn, Abu Swafford (911), Jenni Finnell (911), Jamie Lewis (911), Carla Stokes (911), and Theda Bramlett (911). Visitors included Mike Keith (City of Cleveland), Amy McCauley (City of Cleveland), Janice Casteel (City of Cleveland), and Greg Kaylor (Banner). Roll Call Votes (RCV) and other exhibits are attached and incorporated as referenced (Exhibit A).

2007-06-01. Call to Order & Roll Call

Chairman Danny Lawson called the meeting to order. Chairman Lawson led the Pledge of Allegiance. John Simmons called the roll. The Chairman reported that he had received written and verbal designations by members, as noted above. Those present and absent were as noted above. The Chairman announced a quorum.

2007-06-02. Agenda

Board members reviewed and approved the proposed agenda.

2007-06-03. Previous Meeting Minutes

Board members reviewed the draft minutes of the regular meeting of April 25, 2007 (Ex. B), prepared by Sherri Bryant and reviewed by Counsel. John Simmons made a motion to approve the minutes as submitted. Joe Davis seconded the motion, which was unanimously approved by Board members present.

2007-06-04. Financial Reports

Treasurer Joe Davis presented and reviewed copies of the financial reports (Ex. C) for the months of April and May 2007. Joe Davis made the motion to accept the proposed financial report. Tom Rowland seconded the motion, which was unanimously approved by roll call vote of Board members present (Ex A, RCV-1).

2007-06-05 Public Hearing: FY2008 Budget

Chairman Lawson recessed the regular meeting and convened a public hearing to review the budget proposed for the fiscal year that begins July 1 and ends June 30, 2008 (FY2008). Treasurer Joe Davis presented and reviewed copies of the FY 07-08 Budget (Ex. D). None others were present except as stated above. Following the presentation, the Chairman closed the hearing and resumed the meeting.

2007-06-06 FY2008 Budget – 2nd & Final Reading

Connie Spencer made the motion to accept the budget as presented on 2nd & Final Reading. Chuck Atchley seconded the motion, which was unanimously approved by roll call vote of Board members present (Ex A, RCV-2).

2007-06-07 Banking Resolution

Director Wilson announced the need for Board approval to award BB&T (best bid, Ex. E) the banking services for the 911 Center for FY 07-08. Joe Davis made the motion to accept BB&T for banking services. Tom Rowland seconded the motion, which was unanimously approved by roll call vote of Board members present. (Ex A, RCV-3)

2007-06-08 2007 Interlocal Agreement

Director Joe Wilson presented the Board with an Addendum (Ex. F) to the 2002 Bradley County ECD Interlocal Agreement. This addendum would allow for the addition of the Bradley County Fire & Rescue Chief as another ex-officio member. After some discussion it was agreed to delay a vote until the August 22, 2007 Board meeting.

2007-06-09 Committee Reports

John Simmons (representing the Building and Grounds Committee) announced the new logger recorder had been delivered and installed. He also advised the Board ten new transmitters have been purchased and are awaiting installment as renovations are taking place throughout the building. Mr. Simmons reported all new console furniture is now in

place of the ten year old furniture in the dispatch room and the 'transmitter room' is being converted into two additional offices.

Troy Spence (representing the Tower Site Committee) updated the Board on the status of installing the new tower. John Simmons made the motion for the Tower Committee to initiate talks with Cleveland Utilities on their possible involvement with the tower site. Joe Davis seconded the motion which was unanimously approved by Board members present.

2007-06-10. Director's Report

- Director Joe Wilson announced the Center was audited by the FBI on NCIC records for the Bradley County Sheriff's Office. He noted how pleased the FBI officials were at the organization of records for the Center and the Sheriff's Office.
- Mr. Wilson informed the Board of a visit to the Center by the state Emergency Communications Board's new auditor Robert McCloud. Mr. McCloud is visiting all the 911 centers in the state to review some requirements.
- Director Wilson reported a good turn out when the 911 Center hosted an Open House for all Cleveland Utilities employees to visit and learn more about the operations.
- Director Joe Wilson announced the completion of the new APCO EMD cards in which Jamie Lewis designed and wrote for the Center. With the assistance of EMS Director Danny Lawson and EMS Supervisors, these cards are specific to the medical protocols and response procedures of the Bradley County EMS.

2007-06-11 Ethics Policy

Counsel Mike Mahn urged the Board members to adopt an Ethics Policy. John Simmons made the motion to adopt the CTAS Ethics Model. Joe Davis seconded the motion which was unanimously passed by Board members present. The Director will certify the Board's action to the Tennessee Ethics Commission.

2007-06-12 Counsel Report

Counsel distributed copies of Reports for the months of July and August that provide updates on actions of the TECB and other matters of interest to 911 Districts. He noted the rising trend in cell phones, while landlines decline. Mr. Mahn said the current GIS

Maintenance grant should provide a minimum reimbursement of \$25,000 instead of the current \$10,000. The amount should be larger for Districts the size of Bradley County so that all related GIS expenses are reimbursed. Action by the TECB is required to increase the grant, he said.

2007-06-11 Employee Handbook Revision

Director Joe Wilson informed the Board of a need to change part of the Nepotism Policy in the Employee Handbook to reflect "no member of the immediate family of a current employee shall not be promoted if such a promotion results in an employee **directly** supervising a member of the immediate family". Joe Davis made the motion to accept the revision to the Employee Handbook. Troy Spence seconded the motion, which was unanimously approved by Board members present.

2007-06-12 Next Meeting

The next Board meeting will be at 10:00 a.m. on Wednesday, August 22, 2007 at the Communications Center on Guthrie Drive.

2007-06-13. Adjourn

Upon motion, second, and approval, the meeting was adjourned.

CERTIFICATION:

These are the true, accurate and complete minutes of the meeting of the board of directors. These are subject to approval by the board.

Prepared by:

Approved by:

Sherri Bryant, Assistant Director

Chairman of the Board, Danny Lawson

Date Approved: _____

Secretary of the Board, John Simmons