

AGENDA

Executive Committee of the Emergency Communications Center

November 22, 2023 at 2:00 p.m.

255 Airport Road, Gallatin, TN 37066

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes of September 27th 2023 and Special Called on November 6th 2023 meeting**
- 4. Report of the Chairman**
- 5. Old Business**
 - a. Comcast Contract**
 - b. Update on Applications**
 - c. Compensation for Mr. Guthrie**
- 6. New Business**
 - a. Report of Interim Director**
- 7. Adjourn**

NEXT MEETING: December 18th 10 AM

MINUTES
EXECUTIVE COMMITTEE OF THE
EMERGENCY COMMUNICATIONS CENTER
November 6th, 2023 2:00 p.m.

Members Present:

John Isbell	Mike Callis	Kendra Arnold
Sam Thornton	Jamie Clary	David Leath
Amy Simpson	Missy Behel	
Michael Guthrie	LeeAnn Bristol	
Matt Brawner	Paige Brown	

Chairman Isbell called the meeting to order at 2:00 p.m.

Approval of Agenda: Motion to Approve the Agenda of the November 6 Special Called meeting approved by Mayor Clary, seconded by Mayor Leath; the committee unanimously approved.

Report of the Chairman: NONE

Mayor Isbell

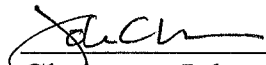
- Protocol for hiring New Director
- Structured Questions for Applicants
- Post job by November 8, 2023
- Nena, Apco, and Tena
- Applications submitted to Mayor Isbells office through November 30th
- December 18th will interview top 3 applicants

Michael Guthrie

- Make Calls to other Dispatch areas to get average salary
- Operations Committee will meet week of December 4th to review applicants
- Top 3 can interview in person or virtually on December 18th with Operations Committee and Executive Committee

With no further business Mayor Callis called for a motion to adjourn, seconded by Mayor Leath; unanimously approved by the committee.

Meeting adjourned at 3:00 p. m.

_____

Chairman John C. Isbell

Minutes prepared by LeeAnn Bristol

Date Approved:

MINUTES
EXECUTIVE COMMITTEE OF THE
EMERGENCY COMMUNICATIONS CENTER
September 27, 2023 2:00 p.m.

Members Present:

John Isbell	Mike Callis
Jamie Clary	David Leath
Amy Simpson	Missy Behel
Michael Guthrie	LeeAnn Bristol
Christy Davis (remote)	Eric Sitler

Chairman Isbell called the meeting to order at 2:01p.m.

Approval of Agenda: Motion to Approve the September 27, 2023 Agenda, approved by Mayor Leath, seconded by Mayor Callis; the committee unanimously approved.

Approval of Minutes: A Motion to approve the August 23, 2023 Minutes, Approved by Mayor Clary and seconded by Mayor Leath, the committee unanimously approved.

Report of the Chairman: NONE

Christie Davis:

- See Attached
- Ken Smithers resigned
- October will have 8 vacant positions
- Cross Training going well

E-911

- Meetings in September
- One step closer Hendersonville site stand alone
- 911 Board approved radio upgrade
- Purchased equipment configuration services, working mid October

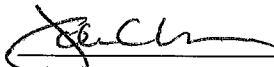
- Testing at ECC make sure rolls over to DR site if connection is severed in Gallatin

OPS Report:

- Meeting September 6, 2023
- Michael Guthrie elected Chairman
- Sam Thornton elected Vice Chairman
- Amy Simpson elected Secretary

With no further business Mayor Isbell called for a motion to adjourn, seconded by Mayor Isbell; unanimously approved by the committee.

Meeting adjourned at 2:13 p. m.



Chairman John C. Isbell

Minutes prepared by LeeAnn Bristol

Date Approved:



Christie Davis
Director

SUMNER COUNTY, TENNESSEE
Emergency Communications Center

Amy Simpson
Deputy Director

Executive Committee ECC Update September 27, 2023

Departures

- Two (2) FTE departed on August 25th and August 31st as mentioned in the previous meeting.
- Three (3) FTE have submitted their resignations. Two were previously anticipated and mentioned at the last meeting. One position comes from an administrative position.
 - One TC position leaving October 1st due becoming a police officer with GPD.
 - One TC position leaving October 12th due to moving for Portland (Oregon, not Tennessee).
 - One CAD administrator position for October 6th due to taking a traveling dispatcher position.

Hiring

- Seven (7) new employees started on September 11th and are in the classroom phase.
- The postings are currently closed until classroom training is complete for the recent new hires.

Training

- Cross-training continues for all employees.

Staffing Numbers

- Admin: 6 of 6
- Supervisors: 5 of 5
- Communications Training Officers: 8 of 8
- FT Telecommunicators/Call Takers: 35 of 39
- **Current Total Floor Vacancies: 4**
 - Will go up to seven (7) with received resignations pending.