MINUTES
EXECUTIVE COMMITTEE OF THE
EMERGENCY COMMUNICATIONS CENTER

June 24, 2026 2:00 p.m.

Members Present:

Mayor Brown	Mayor Isbell	Mayor Clary	Sam Thornton
Michael Guthrie	Mayor Leath	Matt Brawner	John Michael Poss
Amy Simpson	Ken Weidner	BJ Wright	Casey LaMar

Approval of Agenda: A motion to approve agenda by Mayor Brown, approved by Mayor Clary and second by Mayor Leath.

Approval of Minutes: A motion to approve the April 22 minutes by Mayor Brown, approved by Mayor Clary, seconded by Mayor Leath. Mayor Isbell abstained from vote of minutes, he was not in attendance April 22

Report of the Chairman:

- No Report.

Old Business:

- See attached document line drawn through
- 2.0/Verbiage for General Order///GO-101, delete "the Executive Committee focuses on policy level, financial, and governance decisions and does not direct routine or day to day operational activities of the ECC"
- 10.0 " all checks, drafts, or other orders for the payment of money shall be signed by such officers or agents as designated by the Committee through resolution"
- Mayor Brown made a motion for these changes, Mayor Clary approved, Mayor Isbell second. Motion passed unanimously

Director Report Amy Simpson:

- See Attached

Code Red (new system) Ken Weidner Matt Brawner Stacy Lamar:

- Code Red crashed 11/1/25

- 2 other vendors have been considered in place of code Red
- Civic Plus and Everbridge
- May Ops voted 9-4 to replace Code Red with Everbridge.
- Cost for each city
- Gallatin $12,632
- Portland $3716
- Westmoreland $1009
- Sumner $9157
- Millersville $1555
- Hendersonville $13,578
- Motion made by Mayor Brown to move forward with Everbridge, Mayor Isbell approved, Mayor Clary approved *only of Hendersonville could opt out and keep their own emergency communication* ECC Board agreed they could. Mayor Clary second. Everbridge Communications was approved unanimously.

E-911 Report

- Fy2027 passed budget of 1.4 million
- 93% supports ECC
- Upgrade backroom hardware
- Move some to the DR site
- Purchase radios

OPS Sam Thornton:

- No Report

Adjourned at 3:03

David A. Leath, Mayor

Chairman Brown

Date Approved:

Minutes prepared by LeeAnn Bristol

SUMNER COUNTY
Emergency Communications Center

Authorized: Michael Guthrie, Director

General Order

General Order #:	**GO-101**
Issued:	**04/20/2026**
Revised:	**NEW**
Rescinds/Amends:	**NEW**

Subject: EXECUTIVE COMMITTEE

1.0 PURPOSE

1.1 The purpose of this General Order is to establish and define the organization, authority, and operating structure of the Executive Committee for the SCECC.

2.0 POLICY

2.1 The Executive Committee serves as the governing and oversight body for the SCECC, composed of representatives from participating local governments. The Executive Committee is responsible for fiscal oversight, policy-level decision-making, and appointment and evaluation of the Executive Director. ~~The Executive Committee focuses on policy-level, financial, and governance decisions and does not direct routine or day-to-day operational activities of the ECC~~. Operational management of the SCECC is the responsibility of the Executive Director and Operations Committee.

3.0 FUNCTIONAL AUTHORITY AND RESPONSIBILITY

3.1 Composition

3.1.1 The Executive Committee shall include one elected or appointed representative (Mayor, City Manager, or designated official) from each of the following participating city and county entities:

- Sumner County
- City of Gallatin
- City of Hendersonville
- City of Portland
- City of Millersville
- Town of Westmoreland

3.1.2 Ex Officio and Liaison Members

- The E-911 Director serves as a non-voting, ex officio member.
- The Operations Committee shall appoint one non-voting liaison representative to the Executive Committee.

4.0 MEETINGS

4.1 Regular Meetings – Held monthly on a regularly established day and time. If a regular meeting falls on a legal holiday, it will be held on the next business day.

4.2 Special Meetings – May be called by the Chairman or a majority of voting members with appropriate notice.

4.3 Meeting Location – Unless otherwise specified by the Chairman or Secretary, meetings shall be held at the Sumner County Emergency Communications Center, 253 Airport Rd, Gallatin, TN 37066.

5.0 VOTING AND QUORUM

5.1 Each voting member is entitled to one (1) vote.

5.2 A majority of voting members present constitutes a quorum.

5.3 The Chairman may vote and, in the event of a tie, may cast an additional tie-breaking vote.

5.4 Proxy voting is not permitted.

5.5 All votes shall be recorded in the meeting minutes and made available for public inspection.

6.0 POWERS AND DUTIES

6.1 The Executive Committee shall complete the following:

- Approve the SCECC annual budget and significant expenditures;
- Appoint, evaluate, and take personnel actions regarding the Executive Director;
- Oversee the work and recommendations of the Operations Committee;
- Ensure compliance with state open meetings and records laws; and
- Make final decisions on policy matters not otherwise delegated.

7.0 OFFICERS AND TERMS

7.1 Officers

7.1.1 The Executive Committee shall elect a Chairman, Vice-Chairman, and Secretary annually in July.

7.1.2 A vacancy due to resignation, removal, or disqualification shall be filled by election. A new representative does not automatically inherit the officer role and must be elected to serve the remainder of the term.

7.2 Chairman

7.2.1 Serves a one-year term, rotating annually among entities contributing over 20% of the SCECC budget in accordance with the established rotation order.

7.2.2 Presides over meetings and acts as spokesperson.

7.2.3 Holds one (1) vote and casts a tie-breaking vote, if necessary.

7.3 Vice-Chairman

7.3.1 Serves in the Chairman's absence.

7.3.2 Does not cast a tie-breaking vote.

7.4 Secretary

7.4.1 Maintains meeting records, including minutes and correspondence.

7.4.2 Ensures transparency and archiving of records.

7.4.3 May be authorized to sign documents with the Chairman by Executive Committee resolution.

8.0 LEGAL RESPRESENTATION

8.1 The Sumner County Law Director shall serve as the agent for service of legal process and general counsel to the Executive Committee.

9.0 COMPENSATION

9.1 Members of the Executive Committee shall serve without compensation.

10.0 ADMINISTRATIVE PROVISIONS

Contracts and Financial Instruments: The Executive Committee may authorize any officer or agent to enter into contracts or execute and deliver any instrument in the name of the Committee pending the approval of the Sumner County Law Director. ~~All checks, drafts, or other orders for the payment of money shall be signed by such officers or agents as designated by the Committee through resolution.~~ All payments for goods and services shall be made following the applicable policies and procedures of Sumner County Government, and all funds shall be deposited to the credit of Sumner County, TN, and managed per applicable state fiscal policies.

10.1 Fiscal Year – The fiscal year of the SCECC shall begin on July 1st and end on June 30th the following year.

10.2 Amendments – These rules may be amended or repealed, and new rules adopted, by a two-thirds vote of the Executive Committee at any regular or special meeting where the amendment is properly noticed.

10.3 Parliamentary Authority – The rules contained in the current edition of *Robert's Rules of Order* shall govern the Executive Committee in all cases to which they are applicable and not inconsistent with these rules or any special rules the Committee may adopt.

10.4 Official Records and Public Access – All official records of the Executive Committee, including meeting minutes, resolutions, and votes, shall be maintained by the Secretary and made available for public inspection in accordance with Tennessee's public records laws.

Michael Guthrie
Director

SUMNER COUNTY, TENNESSEE
Emergency Communications Center

Amy Simpson
Deputy Director

Executive Committee ECC Update
June 2026

Hiring

- Tentatively August 2026

Departures

- Two (2) since last meeting.
  - Policy violation (06/23/2026)
  - Resignation (06/25/2026)

Promotions

- One (1) employee have been promoted to Shift Supervisor

Training

- Cross-training continues for full-time employees
- Several employees have attended/are attending external training opportunities: peer support (7 in May, 2 additional in next class) and national conferences (~ 17 employees total for NENA, APCO, and BTD)

Staffing Numbers

- Admin: 7 of 7
- Supervisors: 6 of 6
- Communications Training Officers: 9 of 10
- FT Telecommunicators/Call Takers: 35 of 44
- **Current Total Floor Vacancies: 10**

Michael Guthrie
Director

SUMNER COUNTY, TENNESSEE
Emergency Communications Center

Amy Simpson
Deputy Director

June 2026

2026 Year to Date

Total CFS: 140,731

Total Phone: 123,243

Yearly Entity Totals		Calls for Service
Gallatin	Police	37,325
	Fire	3,628
Total		**40,953**

Hendersonville	Police	29,967
	Fire	3,883
Total		**33,850**

Millersville	Police	6,690
	Fire	388
Total		**7,078**

Portland	Police	13,784
	Fire	956
Total		**14,740**

Sumner County	Police	23,405
	Fire	2,688
	EMS	11,968
	EMA	53
Total		**38,114**

Westmoreland	Police	5,484
	Fire	565
Total		**6,049**

2026 CFS Totals	**140,784**

Michael Guthrie
Director

SUMNER COUNTY, TENNESSEE
Emergency Communications Center

Amy Simpson
Deputy Director

ECC Stats Report
May 2026

Sumner County
Emergency Communications Center
Monthly Statistics

2026	CALLS FOR SERVICE					PHONE CALLS			
	LAW	FIRE	EMS	EMA	TOTAL	911	ADMIN	OUTGOING	TOTAL
JANUARY	23,464	2,993	2,601	9	29,067	5,133	14,305	7,353	26,791
FEBRUARY	21,487	2,103	2,280	13	25,883	3,803	11,976	6,466	22,245
MARCH	23,622	2,297	2,293	13	28,225	4,343	12,961	6,425	23,729
APRIL	23,848	2,638	2,447	6	28,939	4,534	13,220	6,678	24,432
MAY	24,177	2,422	2,347	12	28,958	4,542	13,953	7,451	25,946
JUNE					-				-
JULY					-				-
AUGUST					-				-
SEPTEMBER					-				-
OCTOBER					-				-
NOVEMBER					-				-
DECEMBER					-				-
TOTAL	116,598	12,453	11,968	53	141,072	22,355	66,415	34,373	123,143

253 Airport Rd Gallatin, TN 37066 (615) 451-3838

Michael Guthrie
Director

SUMNER COUNTY, TENNESSEE
Emergency Communications Center

Amy Simpson
Deputy Director

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Gallatin Police	7,170	7,386	7,560	7,475	7,734								37,325
Gallatin Fire	805	672	687	726	788								3,678
Hendersonville Police	5,570	4,879	6,387	6,458	6,673								29,967
Hendersonville Fire	683	662	710	722	783								3,560
Millersville Police	979	1,100	1,343	1,649	1,619								6,690
Millersville Fire	85	74	86	85	88								418
Portland Police	2,944	2,602	2,708	2,727	2,803								13,784
Portland Fire	248	161	198	204	267								1,078
Westmoreland Police	1,948	1,377	741	737	681								5,484
Westmoreland Fire	165	107	95	103	93								563
EMA	9	13	13	6	12								53
EMS	2,601	2,260	2,293	2,447	2,347								11,948
Sheriff	4,664	4,037	4,746	4,705	4,667								22,819
Cottontown VFD	62	29	45	29	34								199
Gallatin VFD	89	65	61	46	46								307
Highland VFD	139	98	84	121	129								571
Number One VFD	39	27	30	23	31								150
Oak Grove VFD	102	59	79	84	57								381
Shackle Island VFD	128	68	72	84	82								434
Southeast VFD	82	77	75	75	68								377
White House VFD	93	40	56	42	38								269
18th JDDTF	189	106	137	97	57								586
TOTAL	29,087	25,883	28,225	28,651	28,958	-	-	-	-	-	-	-	140,784
911 All	5,133	3,803	4,343	4,534	4,542								22,355
10-digit	14,305	11,976	12,961	13,220	13,953								66,415
Outgoing	7,353	6,466	6,425	6,678	7,451								34,373
TOTAL	26,791	22,245	23,729	24,432	25,946	-	-	-	-	-	-	-	123,143

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