

# Giles County E-911

131 S CEDAR LN  
P.O. BOX 307  
PULASKI TN 38478

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June 4, 2024

Giles County E911 Board of Directors Special Called Meeting

Chairman Bill Myers called the meeting to order at 9:00am. Board members in attendance:

Tracy Wilburn  
Joe Purvis  
Kenneth Bass  
Josh Young  
Bill Myers  
Willow Chavez  
Dr. Elizabeth Louie

**Absent:**

Barry Taylor

**Prayer & Pledge** – Led by Roy Griggs

Chairman Bill Myers announces a change in the AGENDA for today's meeting. Under new business, 2024/2025 Budget need to add Interlocal Agreement. It should read, 2024-2025 Budget/Interlocal Agreement. Josh Young made a motion to approve and Tracy Wilburn second. Motion approved.

**Previous Minutes**

Tracy Wilburn makes a motion to approve both sets of minutes with the correction stating, Josh Young, Willow Chavez and Kenneth Bass are approved and to be added to sign checks. Roy Griggs, Kyle Helton and Don Collins need to be removed from all bank accounts. Joe Purvis seconds, motion approved.

A copy of the minutes and a letter taken to the individual banks should be the only requirements to add or remove a name from the account.

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### **Financial Report**

Ms. Gracy reports that the condensed report will show the finances through April 30, 2024 and the In-Dept report will show CD's and all bank account balances.

Joe Purvis made a motion to approve and Elizabeth Louie second. Motion approved.

### **Election of Officers**

In the By-Laws it states that officers will be elected each June.

**Chairman** – Josh Young nominates Bill Myers as Chairman. Elizabeth Louie and Willow Chavez close nominations. Approved.

**Vice Chairman** – Josh Young nominates Elizabeth Louie as Vice Chairman. Joe Purvis and Willow Chavez close nominations. Approved

**Treasurer/Secretary** – Bill Myers nominates Josh Young as Treasurer/Secretary. Tracy Wilburn and Kenneth Bass close nominations. Approved

### **Directors Update**

#### **Performance Metrics – ISOMS**

Clarification provided on performance metrics reports:

- Reports can and should be broken down by department.
- There is a question of the accuracy of the times in the CAD reports.
- Deputies have been NCIC certified and will have ability to run NCIC reports.
- Sex Offender Registry – Modifications must have the approval of Sheriff's Office prior to being entered.

#### **Staffing Update –**

- 2 part time and 8 full time.
- Full staff, is 12 employees, 3 per shift.
- All employees at E911 are not NCIC certified.

- Ms. Gracy is the only TAC (liaison between agency and TBI) at E911. There is currently an alt-TAC in training.

### **Unfinished Old Business**

#### **Towing Policy –**

- The draft policy is too cumbersome and requires involvement from THP.
- The board requested a 1-3 page towing policy covering only how a business gets on the list and how the rotation works.
- A new policy will be drafted.

#### **Directors report on Salaries**

- Ms. Gracy states that she is asking for a 10% increase in all E911 employees salaries for the 2024-2025 budget year.
- Dispatchers start out at \$17.71 per hour and top out at \$21.30 per hour.
- Salaries for E911 are funded by the State and City/County appropriations.
- Giles E911 employee salaries are in line with Lincoln County E911.
- The lack of employees at E911 is that people are not applying, do not have requirements and background check is not clear.

### **New Business**

#### **2024-2025 Budget/Inter Local Agreement –**

- The Inter Local Agreement is sent out every year to each municipality requesting appropriations.
- The only change from last year will be the dates.
- The new agreement will be from July 1, 2024 to June 30, 2025.
- The money amount for each will stay the same.
- Pulaski and Giles County each giving 112,000.00 and Minor Hill, Lynnvile and Elkton each giving 5,000.00.
- Tracy Wilburn makes a motion to approve and Willow Chavez seconds. Motion approved.

#### **2024-2025 Budget –**

- Ms. Gracy submitted the budget to the Emergency Communications District Finance Director, Jim Barnes. He had no negative comments, just stated that the appropriations have not been increased in 10 years and would have to increase at some time.

- Bill Myers makes a motion to approve and Willow Chavez seconds. Motion approved

#### Contractor Agreements –

- Bryan Gillit, CPA has moved out of town and will not be able to attend any E911 meetings.
- Ms. Gracy has reached out to a new CPA here local and will have to send Mr. Gillit a 90 day notice before contracting a new company.
- Joe Purvis makes a motion to approve to send the notice and Willow Chavez seconds. Motion approved

#### David Rackley Contract-

- Tracy Wilburn makes a motion to keep contract as is and Kenneth Bass seconds. Motion approved.

Josh Young makes a motion to adjourn and Joe Purvis seconds. Motion approved