E-911 Called Meeting
April 22, 2026 @ 9:00 AM
Emergency Management Office

Agenda

Organizational Structure for AdHoc New Building Committee

A. Call to Order
B. Opening Prayer
C. Pledge Allegiance
D. Opening Remarks
    - Rationale for this AdHoc Committee
E. Citizens Remarks
F. Items to Explore
    1. Finances for the Project – Review
    2. Significant Players for Success – Identified
    3. Role of AdHoc Committee via Project Manager
    4. AdHoc Committee Charter – Input
G. Adjourn

The E-911 Board of Directors values our citizens' input and provides this period to hear from residents on matters of public interest. To ensure the orderly conduct of business, the following rules apply to all public comments.

- Comments are restricted to only current Giles County residents.
- Comments shall be directed only to the Chair of the Board.
- Comments may or may not receive a response from the Chair.
- Comments shall be limited to three (3) minutes per person in attendance.

A Construction Superintendent manages day-to-day site operations, safety, and trade crews, while a Project Manager handles the overall project budget, contracts, scheduling, and stakeholder communication.

Supervisors are field-based and tactical, whereas Project Managers are often office-based and strategic. The Superintendent builds the project, while the Project Manager clears the path by removing logistical and financial obstacles.

Construction Superintendent (Tactical Focus)

Project Manager (Strategic Focus)

- ***Focus:*** **Directs daily site activities, ensures quality control, and manages subcontractors and labor.**
- ***Focus:*** **Responsible for the total project success, including budget, scope, and client satisfaction.**
- ***Role:*** **Safety enforcement, equipment management, and on-site troubleshooting.**
- ***Role:*** **Handles contracts, change orders, procurement, and high-level scheduling.**
- ***Environment:*** **Exclusively on-site.**
- ***Environment:*** **Regular site visits.**
- ***Time Horizon:*** **Focuses on weekly or daily progress.**
- ***Time Horizon:*** **Focuses on long-term, from pre-construction to project handover.**

Giles County E-911 New Call Center
Ad Hoc Committee Charter

1. Purpose & Mission

The E-911 Ad Hoc Committee's purpose is to provide oversight, gather stakeholder input, and offer recommendations during the planning, design, and construction of the new E-911 Emergency Call Center serving Giles County, Tennessee.

The mission is to ensure the new facility meets operational, technical, safety, and fiscal requirements and is delivered on time and within budget, while supporting continuity of the E-911 services during transition.

2. Scope of Work & Responsibilities

Site: Review site options, space needs analysis, and local codes.

Design: Review final designs with Construction Superintendent and Project Manager.

Technology: Review final plans to ensure meeting the needs of both the current and future expectations with the Director of I.T.

Budget: Review estimates, bids, and monthly project reports.

Schedules: Identify possible risks to the scope of the project, costs, and timelines.

Construction Oversight: Receive progress updates, setbacks, and change orders.

Leadership Oversight: Ensure proactive and positive teamwork throughout, resolve personnel or labor issues, and set clear communication expectations.

3. Accountability

Meetings: Set meetings every three (3) weeks - attendance in person or by Zoom.

Decisions: Advisory recommendations to the Board of Directors by majority vote. Dissenting opinions recorded and shared with the Board of Directors.

Leadership Authority: Assist the Construction Superintendent and Project Manager upon their request.

No Fiscal Authority: Cannot approve contracts or change orders. Reviews and recommendations only.

4. Adoption

This charter is effective upon approval by the E-911 Board of Directors and the County Executive of Giles County.

_____ Board Chair

_____ County Executive

_____ Date