

**BRISTOL TENNESSEE  
EMERGENCY COMMUNICATIONS DISTRICT  
BOARD OF DIRECTORS' MEETING  
February 17, 2021**

**ITEM 1. Roll Call**

Eads-a/e      Elliot-p      Honaker-a/e      Messimer-p  
Miller-a/e      Ring-p      Wade – p      Jones - p

**ITEM 2. Recognize Guests**

No guests present

**ITEM 3. Minutes of Previous Meetings for January 20, 2021**

Minutes approved unanimously.

**ITEM 4. Financials**

A. Receipts & Expenditures

B. Treasurer's Report

Ms. Key reviewed the balance sheet, monthly financial and monthly budget reports. Bank statements and reconciliations were presented. No journal entries for the month of January. David Ring made a motion, seconded by Jim Messimer to approve the report as presented. Roll call vote as follows: Eads – a/e, Elliott – yes, Honaker – a/e, Messimer – yes, Miller – a/e, Ring – yes, Wade – yes. Motion passed.

**ITEM 5. Old Business**

A. Report on Operations & Equipment

1. Overview of Operations

a. Daily Operations - Things are going well right now.

b. Personnel –We currently have 3 openings. We tested on January 28<sup>th</sup>. 9 people tested, of those 5 scored above 80. We will be interviewing on February 25<sup>th</sup>.

B. Statistics

Ms. Key reviewed the month of January 2021.

C. 911 Equipment – We had our cutover to the new 911 phone system on February 3<sup>rd</sup>. It was a smooth cutover. We are continuing to learn things about the system. The State's network, ESINet is working well.

**ITEM 6. New Business**

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- A. FY2021-2022 Budget Presentation & Second Reading – Ms. Key presented the 2021 – 2022 budget proposal. Motion made by J. Messimer to approve the budget as presented, seconded by David Ring. Roll call vote as follows: Eads – a/e, Elliott – yes, Honaker – a/e, Messimer – yes, Miller – a/e, Ring – yes, Wade – yes. Motion passed.

**ITEM 7. Discussion Items**

- A. Ms. Key expressed the need for the District to set up a GovDeals account to sell surplus property. In the past, the City has sold the District's property. Ms. Key explained that it would be simpler and cleaner on the audit for the District to set up its own account. David Ring made the motion for Ms. Key to set up the GovDeals account and administer it. The motion was seconded by Wallace Elliott. Roll call vote as follows: Eads – a/e, Elliott – yes, Honaker – a/e, Messimer – yes, Miller – a/e, Ring – yes, Wade – yes. Motion passed.
- B. The District has 3 CDs that mature this month. They are currently held at Citizen's Bank. Ms. Key has gotten rates from Citizens and First Horizon Bank. Based on the interest rates that we have been given, and the rates that we have on our other savings accounts, David Ring made the motion for us to open 3 savings accounts at the 0.5% interest rate, second by Jim Messimer. Roll call vote as follows: Eads – a/e, Elliott – yes, Honaker – a/e, Messimer – yes, Miller – a/e, Ring – yes, Wade – yes. Motion passed.

**ITEM 8. Other Matters - None**

**ITEM 9. Citizens and Delegations Presentation - None**

**ITEM 10. Next meeting March 17, 2021 via conference call.**