Jackson County 911 ECD P.O. Box 313 Gainesboro, Tennessee 38562 (931) 268-2556 Fax (931) 268-3044

March 28, 2008

Tennessee Ethics Commission SunTrust Bank Bldg. 201 4th Ave N., Suite 1820 Nashville, TN 37243

Re: Adoption of Ethics Policy

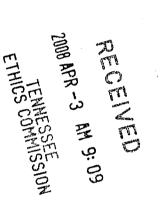
To Whom It May Concern:

Please be advised that the Board of Directors of the 9-1-1 Emergency Communications District adopted the attached Ethics Policy on August 21, 2007. This is the Ethics Policy that Jackson County approved on June 25, 2007. The Jackson County 911 ECD adopted the county's ethics policy. If you have any questions, please do not hesitate to contact me.

Sincerely yours,

Joey Denson, Chairman of the Board

Copies: Members of the Board of Directors Mr. Michael J. Mahn, Legal Counsel



JACKSON COUNTY 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT BOARD OF DIRECTORS

MEETING MINUTES August 21, 2007

Pursuant to adequate public notice, the Board of Directors of the Jackson County 9-1-1 Emergency Communications District met at the Jackson County Rescue Squad Building at 3:00 p.m. on the date above. Board members present were Chairman Joey Denson, Vice-Chairman Shelby Bryant, Treasurer Rebecca Smith, Jim Morgan, Mickey Smith, Willard Mayberry, and Michael Head. Board members unable to attend were Secretary Bruce Hawkins and Kenneth Bean. Also present were Legal Counsel Mike Mahn, and C.W. Pointer and Mike Rittenberry (Wireless Solutions, Cookeville). All exhibits are incorporated as referenced. Voting on motions is shown as unanimous if all members present are in agreement. Any member voting against any motion, or abstaining, is noted in the minutes.

2007-08-01. Call to Order and Roll Call

Chairman Joey Denson called the meeting to order. The roll was called by Legal Counsel. Those present and absent were as noted above. A quorum was present.

2007-08-02. Agenda

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The Board reviewed and approved the agenda, prepared by Counsel. There was no objection.

2007-08-03. Meeting Minutes

The Board reviewed the minutes of the meeting of June 19 (Exhibit A). Mickey Smith made a motion to approve the minutes. Rebecca Smith seconded the motion, which was unanimously approved.

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2007-08-04. Financial Report

Director Jim Morgan distributed financial summaries of the payroll account (Ex. B-1) and the general account (Ex. B-2) (Balance \$63,195) for the fiscal year to this date. The Executive Director said he requested reimbursement of net clock expenses from the Tennessee Emergency Communications Board (TECB). Shelby Bryant made a motion to approve the report and all payments. Willard Mayberry seconded the motion, which was unanimously approved by roll call vote.

2007-08-05. UPS

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Jim Morgan reported that the 'uninterruptible power supply' (UPS) has been installed and is operating, providing a minimum battery backup of two (2) hours to protect PSAP equipment in the event of power failure and delay in start-up of the generator.

2007-08-06. PSAP Equipment Report

The Chairman recognized C.W. Pointer of Wireless Solutions. He reported:

- All software has been updated;
- Plante equipment representative will visit & inspect equipment;
- 85 hours work performed at no additional charge;
- Spare computer card will be provided; and,
- Maintenance agreement extended 3 months (May, 2008).

2007-08-07. Upper Cumberland Electric Cooperative (UCEC)

Jim Morgan reported that payments from the UCEC were not adequate. The current structure is \$0.50/meter or \$5,000 (whichever is more). There are 5,211 Jackson County meters. He told of an incident in June when a planned outage resulted in 100+ calls to 911, but the UCEC staff failed to cover their office during this event. No action was taken.

2007-08-08. TECB Hearing on Financial Distress Status

The Chairman said that he and Director Morgan would attend the August 30 meeting of the TECB for a hearing concerning the District's financial distress status. Legal Counsel said he would also be present.

2007-08-09. Map Data Exchange

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The Director recommended the Board authorize a map data exchange with Frontier Communications. Rebecca Smith made a motion to approve the recommendation. Michael Head seconded the motion, which was approved unanimously.

2007-08-10. Donated Equipment

Director Morgan reported that the District had received spare parts for PSAP equipment that were donated by a 911 Center in Lubbock, Texas. He said a 'thank you' letter will be sent.

2007-08-11. Leave Policy

The Director recommended the Board approve a change in leave policy. Following discussion, the Chairman requested that the matter be further studied and reported to the Board at the next meeting.

2007-08-12. Health Insurance

The Director said the current wage scale for employees make the District eligible for participation in the 'CoverTN' health insurance program of the State of Tennessee. The estimated annual cost is \$7,000. Employees would pay 33% of the amount, which would be matched by the employer/District. The State would pay the balance. Rebecca Smith made a motion to approve participation in the program and authorize payment of the employer share. . Mickey Smith seconded the motion, which was approved unanimously by roll call vote.

2007-08-13. TENA Conference

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The Board discussed participation in the annual conference of the Tennessee Emergency Number Association, to be held in Gatlinburg, September 9-12. Rebecca Smith made a motion to authorize the payment of expenses for those attending, subject to the county & District travel policy. Willard Mayberry seconded the motion, which was approved unanimously by roll call vote.

2007-08-14. Ethics Policy

Rebecca Smith made a motion to adopt the county ethics policy. Michael Head seconded the motion, which was approved unanimously. The Director will confirm this action to the Tennessee Ethics Commission.

2007-08-15. Counsel Report

Mike Mahn distributed copies of the *Counsel Report* for July (Ex. C-1) and August (Ex. C-2), which provide updates of matters of interest to 911 Districts and a review of activities of the TECB. Counsel will meet with the TECB Executive Director and General Counsel to discuss legislation to update the 911 purchasing laws.

2007-08-16. Conference Schedule

- Tennessee Emergency Number Association (TENA), September 9-12, in Gatlinburg at the Park Vista;
- Winter Workshop, January 30-February 1, at the Gatlinburg Clarion.

2007-08-17. Next Meeting

The next regular meeting will be **October 16** at **3:00 p.m.**, in the Rescue Squad Building in Gainesboro, or such other time and location as may be announced by the Chairman.

2007-08-18. Adjournment

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There being no other business, the meeting was adjourned.

Certification: <i>These are the true, accurate, and complete minutes of the meeting above described, and have been approved by the Board of Directors.</i>	
Approved:	Date:
CHAIRMAN OF THE BOARD	
Approved:	Date:
SECRETARY OF THE BOARD	

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9-1-1 EMERGENCY COMMUNICATIONS DISTRICT

ETHICS POLICY CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: This form is for reporting personal interests required to be disclosed under the Code of Ethics of this District. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

1. Date of disclosure: _____

2. Name of official or employee: _____

3. Office and position:

4. Description of personal interest (describe below in detail):

Signature of official or employee

Signature of witness

Printed name of witness