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

MEETING MINUTES
April 9, 2026

Pursuant to adequate public notice, the Board of Directors of the Polk County 911 Emergency Communications District met at 5:00 p.m. at the 911 District Office 2009 Highway 64, Benton, TN 37307. Electronic participation is allowed. Board members present were Chairman Matt Green, Secretary-Treasurer Rachel Roberts (electronically), Ryan Cooke, Aaron Hood, Dale Ray (electronically), and Ryan Qualls. Matt Price, Hannah Price, and Theresa Stafford were excused. Also attending were 911 Director Wes Davis, 911 Manager Theda Bramlett, Legal Counsel Mike Mahn. All exhibits are incorporated as referenced. Votes of Board members are noted in the minutes as unanimous when all members present agree on a motion. Members opposed to a motion, or abstaining, are noted by name.

2026-04-01. Call to Order, Roll Call, and Welcome

Chairman Matt Green called the meeting to order. A quorum was present. Those attended and absent are listed above.

2026-04-02. Agenda & Recognition of Visitors

The Board reviewed the proposed Agenda (Exhibit A). A motion was made by Aaron Hood to approve it. Ryan Cooke seconded the motion, which received unanimous approval (UA).

2026-04-03. Previous Meeting Minutes

The board reviewed the previous minutes (Ex.B). Ryan Qualls made a motion to accept the previous meeting minutes as presented. Ryan Cooke seconded the motion which was UA.

2026-04-04. Treasurer Report

Director Davis displayed the copies of the report from the First Financial, Builtwell Bank, and Peoples Bank, including Balance Sheet for the fiscal year to date, Profit & Loss Budget vs. Actual, Profit & Loss Detail, Reconciliation Summary (Cash in Peoples Bank), and Reconciliation Summary (Cash in First Financial) (Ex. C). Aaron Hood made a motion to accept the report. Ryan Qualls seconded, which UA by roll call vote (RCV).

2026-04-05. Directors report/Communications report

Director Davis displayed a budget amendment 911-2026-4-001(Ex-D). This budget amendment was properly placed on the amendment form downloaded from the TECB website. This amendment will be using the fund balance from the budget. Director Davis explained that when the original 2026 budget was submitted there was around $99,642 in fund balance. This amendment will use $67,557 to bring the line items up to where they should be without going over. Motion was made by Ryan Cooke and seconded by Ryan Qualls to approve the amendment. The motion received UA-RCV.

2026-04-06. FY 2027 Budget: First Reading

Director Davis presented the initial proposal for the FY 2027 Budget (Ex-E). The line items that we increased were identified. Also, the 911-2026-4-001 budget amendment was added into the FY2027 budget. Motion was made by Aaron Hood and seconded by Ryan Cooke to accept the first reading. The motion received UA-RCV.

2026-04-07 Credit Card and Banking information

Director Davis explained how he had been working for several months with the State of Tennessee on getting the direct deposit from the state to be deposited into the Builtwell Bank and not First Financial. As of last month, the state is advising that this next drop should go to the correct bank. With the bank switch Director Davis explained that Builtwell Bank offered credit cards instead of just debit cards. Discussion between the board pointed out how credit cards are much safer and easier to get back money if fraudulent transactions occur. Aaron Hood made the motion to approve credit cards for Wes and Theda with purchase limit of $5000 per transaction. Ryan Cooke seconded the motion which was UA-RCV.

2026-04-08. Communications Report

Director Davis in the absence Richard Taylor discussed the communications system. As of right now the communications system had been working flawlessly except for Ocoee Ridge. The fire simulcast card is still down at Ocoee Ridge. Director Davis contacts Codan to see an ETA to fix that. Codan advises due to the shortage of computer chips in the world that there was going to be an extended delay. Richard Taylor had been down for a couple weeks due to back surgery but was back working and keeping a check on the towers. Still working on a rat problem at the Chilhowee tower.

2026-04-09. Communications Manager Report

Communications Manager Theda Bramlett announced her intent to retire possibly this year. Discussion was initiated for succession planning and staffing proposal. Wes Davis recommended hiring a new full-time person, possibly by July 1st. Director Davis recommended hiring Rachel Roberts as full-time assistant to him provided she stepped down from the board. Director Davis explained Rachel had been helping him with secretarial and GIS issues. It was explained the new position would have to have benefits like the Director through Polk County Sheriffs Office. Theda Bramlett also offered to cut her pay in half and remain available for support.

It was discussed to move forward with this Director Davis was asked to research the salary structure of similar-sized counties for Director and second in charge positions. A committee composed of Aaron Hood, Ryan Cooke, and Ryan Qualls was selected to meet with Sheriff Ross and discuss the staffing structure, acknowledging the July 1st decision was not feasible and would have to be pushed to at least September 1st.

2026-04-10. Legal Counsel Report

Legal Counsel Mike Mahn updated the board on the legislation known as SJR0048. This is a resolution currently going through the Tennessee State legislation to increase the statewide 911 surcharge from $1.50 to $1.86. The final hearing is scheduled for Monday 4/13/2026 at 9 am. Attorney Mahn explained how it has faced some opposition from some “high rollers” in the house but had received support and sponsorship from our local Senators and representatives.

2026-04-11 Adjournment

A motion was made by Ryan Cooke and seconded by Ryan Qualls to adjourn the meeting. The motion received unanimous approval (UA)

Certification:
These are the true, accurate, and complete minutes of the meeting above described, and will be submitted for approval by the Board of Directors at its next regular scheduled meeting.

Approved: **Date:**

____________________________ ____________________________
CHAIRMAN OF THE BOARD

Approved: **Date:**

____________________________ ____________________________
MEMBER OF THE BOARD