

**Fayette County E9-1-1
Emergency Communications District**

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June 26, 2007

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

To Whom It May Concern:

The Fayette County Emergency Communications District has been advised that we should file a copy of the adopted ethics policy. Please find enclosed a copy of the adopted ethics policy for our board of directors and a copy of the board meeting minutes when the policy was adopted.

If you need any other information please feel free to contact me at the number listed above.

Sincerely,



Carolann Mason, Director
Fayette County E9-1-1

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TENNESSEE
ETHICS COMMISSION

**FAYETTE COUNTY
EMERGENCY COMMUNICATIONS DISTRICT
BOARD MEETING**

MINUTES

October 14, 2004

BOARD MEMBERS PRESENT:

Connie Doyle, Chair
Pat Tate, Co-Chair
Gary Bullwinkel
Danny Daniel, Secretary
Dennis Cheairs
Jean Watkins

ABSENT:

Will Bowling, Treasurer
Ray Seals
Jeff Whitehorn

OTHERS IN ATTENDANCE:

Carolann Feathers, Director
Betty C. Whitaker, Adm. Asst.
Carolyn Rhea, Fayette Falcon

October 14, 2004, Fayette County 9-1-1 Business Office, Somerville, Tennessee, 5:30 p.m.

I. CALL MEETING TO ORDER

Chairman Doyle called the meeting to order at 5:30 p.m.

II. ROLL CALL

The roll was called by Danny Daniel. All members were present but Will Bowling, Ray Seals and Jeff Whitehorn. Chairman Doyle noted that Ray Seals and Jeff Whitehorn had excused absences. Director Feathers stated she had talked to Will Bowling and was told he planned to be at the meeting.

IV. REVIEW AND APPROVE SEPTEMBER 9, 2004 MINUTES

Motion by Dennis Cheairs to approve the minutes of September 9, 2004 as written. The motion was seconded by Danny Daniel. The motion passed, all members except Gary Bullwinkel signed the minutes.

IV. FINANCIAL REPORTS

Copies of the financial reports dated September 30, 2004 were provided to the board members in their packets. Chairman Doyle informed the board that the Rural Dispatch

video offered for \$15.00 that she would purchase to use in training the dispatchers.

Grant had been disbursed to the County Mayor's Office. Dennis Cheairs and Pat Tate questioned the IRS scheduled visit on Tuesday. Director Feathers explained that the old payroll tax issues had not been finalized which had resulted in the levy on the Fayette County E9-1-1 bank account that was discussed at the September 2004 meeting. There was discussion as to why the CPA firm (Arnold, Spain, Truett, & Hewitt) had not resolved this issue. Director Feathers stated she was not satisfied with the explanations she had received from the CPA firm, therefore she had called the IRS and spoke to the agent that was working with our account. The agent was given the account on September 9, (2004). This agent informed Director Feathers that the current amount due was approximately \$14,000.00 but could possibly abate the penalties; however the interest would have to be paid. She went on to tell the board that a meeting was set for October 19, 2004 at the Fayette County 9-1-1 office with the agent and that anyone on the board could attend. Pat Tate stated the CPA firm should provide all the paperwork that Mike Hewitt said he had given to the IRS in order to speed this along. Director Feathers stated she and Pat Tate had requested copies of this paperwork but nothing had come forward from the CPA firm. Gary Bullwinkel stated the CPA firm should be notified of this meeting and should be present at the meeting with the IRS. A motion was made by Gary Bullwinkel to send a certified letter or a priority mail letter to Mike Hewitt, CPA, notifying him of the meeting and requesting he bring all the information pertinent to this payroll issue. The motion was seconded by Danny Daniel. The motion passed.

V. CHAIRMAN'S REPORT/OLD BUSINESS

Safe Deposit Box – Chairman Doyle stated a motion was needed to authorize Director Feathers access to the safe deposit box at the Bank of Fayette County. A motion was made by Dennis Chearis to authorize Carolann Feathers access to the safe deposit box. Gary Bullwinkel seconded the motion. The motion passed.

Ethics Policy - Chairman Doyle told the board that the State Emergency Board had adopted an ethics policy which she had read and was in favor of adopting for the Fayette County 9-1-1 District. (A copy was provided to each board member). She went on to say that each member should take their copy home and read it over, that although it was in general terms; it was a good guideline to follow. Dennis Cheairs made a motion to adopt the Ethics Policy. The motion was seconded by Danny Daniel. The motion passed.

VI. DIRECTOR'S REPORT

Director Feathers informed the board that she had been in contact with the State ECB regarding the GIS Maintenance Grant for last year and had been informed via e-mail from Don Johnson, Auditor, State ECB, that due to the confusion about last years maintenance grant, the State Board had voted to refund the \$7,419.90. She told the board that since they voted to include this amount in the application for the 2004-05 maintenance grant, she, with the help of Don Johnson had amended the grant to include office salaries, travel and the GPS unit.

Director Feathers then explained the Bell South Maintenance Agreement for the dispatch PSAP, Controllers and Positron equipment. She explained that this is a 36 month contract for \$1290.00 per month. She told the board that the current payment is \$1173.00 per month. There is also a contract charge of \$350.00 for the 36 month period. It was agreed that this maintenance agreement was something that there was really no choice in, that BellSouth owns the equipment and we depend on them to maintain the equipment.

A copy of Director Feathers' time sheet for the month of September and a copy of the 9-1-1 call log for September were given to the board members as part of their packet.

Gary Bullwinkel stated he would like for the 9-1-1 Board to have more of an input in the Justice Center Planning and asked that it be put on the November agenda to discuss what the board thought our needs would be.

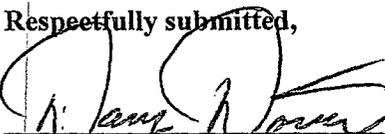
VIII. CONFIRM NEXT MEETING DATE

The next meeting date was set for November 18, 2004 at 5:30 p.m. The regularly scheduled date of November 11th is a holiday.

IX. ADJOURN

A motion was made by Dennis Cheairs to adjourn at 6:10 p.m. The motion was seconded by Gary Bullwinkel. The motion passed.

Respectfully submitted,

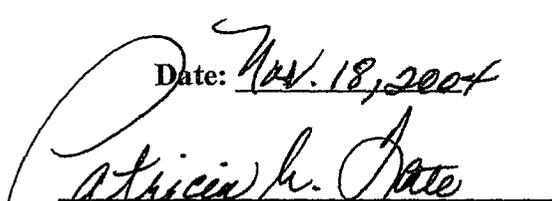


Danny Daniel, Secretary



Connie Doyle, Chairman

Date: Nov. 18, 2004



Patricia Tate, Co-Chairman

Will Bowling

Gary Bullwinkel

Dennis Cheairs



Ray Seals

Jean Watkins



Jeff Whitehorn

**POLICY CONCERNING ETHICS, CONFLICTS OF INTEREST AND
ACCEPTANCE OF GIFTS ON THE PART OF
MEMBERS OF THE BOARD OF DIRECTORS, EMPLOYEES AND AGENTS
OF FAYETTE COUNTY EMERGENCY COMMUNICATIONS DISTRICT**

1. Persons covered. This Policy applies to all members of the Board of Directors, employees and agents of the Fayette County Emergency Communications District (hereinafter, "board members, employees and agents").
2. Board members, employee and agent responsibilities. Each board member, employee and agent shall avoid any action, whether or not specifically prohibited by statute, regulation, or this Policy, which might result in or create the appearance of:
 - I. Using public office for private gain;
 - II. Giving preferential treatment to any person;
 - III. Impeding government efficiency or economy;
 - IV. Losing complete independence or impartiality;
 - V. Making a government decision outside of official channels; or
 - VI. Affecting adversely the confidence of the public in the integrity of the Fayette County Emergency Communications District or its Board of Directors.
3. Gifts. No board member, employee or agent shall solicit or accept, directly or indirectly, on behalf of himself or herself or any member of the board member's, employee's or agent's household, any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee or any other thing of monetary value, from any person or entity that:
 - I. Has, or is seeking to obtain, contractual or other business or financial relations with the Fayette County Emergency Communications District or its Board of Directors; or
 - II. Conducts operations or activities that are regulated by the Fayette County Emergency Communications District or its Board of Directors; or
 - III. Has interests that may be substantially affected by the performance or nonperformance of the board member's, employee's or agent's official duties.
4. Exceptions. The prohibition on accepting gifts in paragraph 3 does not apply to:
 - I. A gift given by a member of the board member's, employee's or agent's immediate family, or by an individual if the gift is given for a nonbusiness purpose and is motivated by a close personal friendship and not by the position of the board member, employee or agent. In determining whether a

gift falls within this subsection, the factors contained in Tenn. Code Ann. Section 3-6-114(b) (3) (A) and (B) shall apply.

- II. Informational materials in the form of books, articles periodicals, other written materials, audiotapes, videotapes. Or other forms of communications;
- III. Sample merchandise, promotional items, and appreciation tokens; provided they are routinely given to customers, suppliers or potential customers in the ordinary course of business;
- IV. Unsolicited tokens or awards of appreciation, honorary degrees, or bona fide awards in recognition of public service in the form of a plaque, trophy, desk item, wall memento and similar items; provided that any such item shall not be in a form which can be readily converted to cash;
- V. Food, refreshments, foodstuffs, entertainment, or beverages provided as part of a meal or other event, if the value of such items does not exceed fifty dollars (\$50.00) per occasion; provided that the value of a gift made pursuant to this subsection may not be reduced below the monetary limit by dividing the cost of the gift among two or more persons or entities identified in paragraph 3;
- VI. There may be circumstances where refusal or reimbursement of a gift (such as a lunch or dinner) may be awkward and contrary to the larger interests of the Emergency Communications District. In such circumstances, the board member, employee or agent is to use his or her best judgment, and provide to the board of directors a written disclosure of the gift, including a description, estimated value, the identity of the person or entity providing the gift, and any explanation necessary within fourteen (14) days;
- VII. Food, refreshment, meals, foodstuffs, entertainment, beverages or intrastate travel expenses that are provided in connection with an event where the board member, employee or agent is a speaker or part of a panel discussion at a scheduled meeting of an established or recognized membership organization which has regular meetings; and
- VIII. Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in paragraph 3.

5. Financial Interests.

- I. No board member, employee or agent shall enter into or derive any benefit, directly or indirectly, from any contractual arrangement with the Fayette County Emergency Communications District with regard to matters related to E911 or emergency communications. In recognition of the fact that many husbands and wives have separate careers, the normal employment compensation of a spouse whose regular, ongoing employer or business has a "benefit" to the board member, employee or agent is excluded from the provision, provided the contract with the Fayette County Emergency Communication District was procured without any participation, assistance or influence by the board member.

- II. No board member, employee or agent shall have a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with his or her board-related duties or responsibilities. "Indirect financial interest" in this case includes a substantial interest on the part of a parent, spouse, or minor child of the board member, employee or agent. This subsection shall not apply to interest that have been placed into a "blind trust" arrangement pursuant to which the board member, employee or agent does not have knowledge of the retention or disposition of such interest. This subsection also shall not apply to ownership of publicly traded stocks or bonds where such ownership constitutes less than two percent (2%) of the total outstanding amount of the stocks or bonds of the issuing entity. If, at the time the board member, employee or agent begins his or her term on or tenure with the board or at any subsequent time while serving the Board, the board member, employee or agent possesses such direct or indirect financial interest prohibited by subsections (I) or (II), the board member shall divest such interest within a reasonable time.
6. Use of information. No board member, employee or agent shall, directly or indirectly:
- I. Use, disclose, or allow the use of official information which was obtained through or in connection with his or her membership on the Fayette County Communication District Board of Directors or service with the Fayette County Emergency Communications District and which has not been made available to the general public for the purpose of furthering the private interest or personal profit of any person, including the board member; or
 - II. Engaged in a financial transaction as a result of, or primarily relying upon, information obtained through his or her membership on the Fayette County Emergency Communication District Board of Directors or service to the Fayette County Emergency Communication District.
7. Use of district property. No board member, employee or agent shall make use of the facilities, equipment, personnel or supplies of the Fayette County Emergency Communications District for private use or gain, except to the extent that the use is incidental or *de minimus* or is lawfully available to the general public.

Adopted by the Fayette County Emergency Communications District on 10/14/04