

Sullivan County 911

Emergency Communications District



BOARD OF DIRECTORS MEETING MINUTES- JANUARY 09, 2023

ITEM 1.

The regular meeting of the Sullivan County Emergency Communications District Board of Directors was held on Monday, January 9, 2023. Lesley Musick, Executive Director, called the meeting to order at 09:00 a.m.

ITEM 2.

Roll call by Natasha Jonas. Present: Amy Brown (present at 9:24 a.m.), Darlene Calton, Jeff Cassidy, Drew Deakins, Jerry Fleenor, JD Gregory (present at 9:11), Lynn Stewart. Absent: Jim Bean, Calvin Clifton. Others present: Lesley Musick, Natasha Jonas, Sara Phillips, Michelle Wexler, Mark Hollomon, Jim Tucker.

ITEM 3.

Motion made by Darlene Calton, seconded by Lynn Stewart to excuse absent members: Jim Bean, Calvin Clifton. Motion passed unanimously.

ITEM 4.

Motion made by Jerry Fleenor, seconded by Drew Deakins to approve the minutes from the December 12, 2022, meeting. Motion passed unanimously.

ITEM 5. **FINANCIAL REPORT**

C. Ms. Musick presented the December financial reports, including general journal entries, expenditures, deposits, payroll, and bank statements. Balance sheets, profit and loss report, monthly financial and budget spreadsheets were also presented and reviewed. Jeff Cassidy made a motion, seconded by Darlene Calton to approve the financial reports for December 2022 as presented. Roll call vote: Jim Bean -absent, Amy Brown-not present, Darlene Calton – yes, Jeff Cassidy – yes, Calvin Clifton - absent, Drew Deakins – yes, Jerry Fleenor – yes, JD Gregory – not present, Lynn Stewart – yes. Motion passed unanimously.

D. Ms. Musick advised the Board that Citizens Bank CDars 0015 and 0016 matured at 1.5% on December 22, 2022. She obtained interest rate quotes from Citizens Bank-3.9%, Truist-3.4%, First Horizon-2.75%. She closed 0015 and 0016 and transferred those funds including accumulated interest to new CDars 0025 and 0026 at 3.9%, staying with Citizens Bank.

E. Bound copies of the final audit report were provided to all Board members. Ms. Musick advised the Board that the final audit has been filed with the State by Blackburn Childers and Stegall, PLC, and she has filed the final audit with the Sullivan County Chief Administrative Officer and the Sullivan County Clerk.

ITEM 6. OLD BUSINESS

- A. Ms. Musick advised the Board that in oversight, a motion to accept the November 2022 financial reports was not made during the December Board meeting. Darlene Calton made a motion, seconded by Jeff Cassidy to approve the financial reports for November 2022 as presented in the December 12, 2022, Board meeting. Roll call vote: Jim Bean - Absent, Amy Brown - not present, Darlene Calton – yes, Jeff Cassidy – yes, Calvin Clifton - absent, Drew Deakins – yes, Jerry Fleenor – yes, JD Gregory – not present, Lynn Stewart – yes. Motion passed unanimously.
- B. Ms. Musick advised the 2023 holiday schedule needs to be amended to include a second Christmas holiday and New Years Day 2024. Motion was made by Jeff Cassidy, seconded by Drew Deakins to amend the 2023 holiday schedule to include December 26th, 2023, and January 1, 2024. Motion passed unanimously.
- C. 911 Facilities Report (Jerry Fleenor) – No report.

ITEM 7. NEW BUSINESS

- A. Ms. Musick request to add operations personnel to NENA and APCO group memberships and to do so, money would need to be moved to the Operations Dues and Membership account #4405 from 3010. Darlene Calton made a motion, seconded by Jerry Fleenor to move \$1,000 to account #4405 from account #3010 to fund membership/dues for operations personnel. Roll call vote: Jim Bean - Absent, Amy Brown - not present, Darlene Calton – yes, Jeff Cassidy – yes, Calvin Clifton - absent, Drew Deakins – yes, Jerry Fleenor – yes, JD Gregory – yes, Lynn Stewart – yes. Motion passed unanimously.
- B. Ms. Musick request the Board’s approval to move monies above \$250,000 from Truist checking account 1940 to a money market or CD based on highest interest rate available, if deemed necessary between Board meetings. Motion made by Jeff Cassidy, seconded by JD Gregory to approve the Director, at her discretion, to move excess above \$250,000 from checking account 1940 to money market or CD depending on highest interest rate available, if necessary, before the February 13th Board meeting. Roll call vote: Jim Bean - Absent, Amy Brown - not present, Darlene Calton – yes, Jeff Cassidy – yes, Calvin Clifton - absent, Drew Deakins – yes, Jerry Fleenor – yes, JD Gregory – yes, Lynn Stewart – yes. Motion passed unanimously.
- C. Discussion of developing Board sub-committees. No action taken.
- D. Policy update: Paid Time Off for Covid – passed 9/17/2021. Discussion. Motion made by JD Gregory, seconded by Amy Brown to rescind the policy for Paid Time Off for employees. Motion passed unanimously.

ITEM 8. DIRECTOR'S REPORT (Lesley Musick)

1. Central Square Update – Project Manager assigned to our conversion has left the company. Ashley Dean is the new project manager. We should have a kick-off call soon.
 - a. Both CAD & RMS will go live at the same time or close together.
 - b. First payment was mailed in December.
 - c. We are expecting the administrative workload to increase with the CAD setup.
2. Natasha and I are working to set up QuickBooks for accurate reporting to utilize more of its potential. It will make monthly reporting and day-to-day operations more accurate and less time-consuming.
3. The HVAC unit in the Board building would not restart after the power outages. I checked the bldg. on Christmas, and Josh Kite came by on the 23rd & 26th to check unit. The unit has run fine since Christmas.
4. Chris replaced the tv monitor for the camera system at a cost of \$75 after the Christmas holiday. It may have been a possible surge.
5. On January 9, 2023, the Edison system will move to the Cloud. This will require an outage of the entire Edison system starting on Friday, January 6, 2023, at 6:00 p.m. CT through Monday, January 9, 2023, at 0700 CT.
6. I am working to complete the RFP for the dispatch console furniture. I am hoping to get it released by the end of January.
7. TECB meeting -February 1, 2023, at 0930 CT.
8. Vector Solutions – Training – there has been no updates. Sara is following up to have Operations personnel added to the SCSO Virtual Academy account.
9. A Training Needs Survey has been sent to Dispatch & admin & IT.
10. Sara is working on the TCPR report. I will forward to TECB.
11. AT&T Redundancy project – I reached out to John Garabedian for an update, he advised there were issues with the orders previously placed, IP addresses were being changed. He is working on an update.
12. We will be receiving a subsidy payment in February from the TECB.
13. Paperwork is almost complete for WEX Fleet maintenance.

ITEM 9. **MONTHLY STATS REPORT** included in the packet and reviewed.

ITEM 10. No comments from visitors.

ITEM 11. Next Board of Directors meeting February 13, 2023.

ITEM 12. Motion made by Lynn Stewart, seconded by Drew Deakins to adjourn the meeting. Motion passed unanimously.

Approved

Darlene Calton, Secretary