

**SULLIVAN COUNTY EMERGENCY
COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS MEETING**

February 8, 2021

Minutes

- ITEM 1. Call the Meeting to Order.
- ITEM 2. Roll Call
Present: Jim Bean, Jerry Fleenor, Darlene Calton, Jeff Cassidy, J.D. Gregory, Jerry Malone, Calvin Clifton, Lynn Stewart, and Ben Adams (Board Attorney).
Absent: Terry Jones.
- ITEM 3. Vote on Board Member Absence.
Darlene Calton made a motion, seconded by Jerry Fleenor, to excuse Mr. Jones absence due to medical reasons. All voted in favor.
- ITEM 4. Approval of Minutes – Meeting 11/09/2020
Jeff Cassidy made a motion, seconded by Calvin Clifton, to approve the minutes as presented. All voted in favor. Terry Jones absent.
- ITEM 5. Financial Report
- A. Review GJ Entries
The GJ journal entries from 11/09/2020 – 02/08/2021 were reviewed by the Board and two board members initialed the report.
 - B. Review Expenditures (check approvals)
The check approvals, expenditures, deposits, and bank statements were reviewed by the Board and were initialed or signed.
 - C. Review Monthly Financial/Budget Reports and Balance Sheet
Mrs. Smelser reviewed the monthly financial reports, budget reports, and balance sheet. Calvin Clifton made a motion, seconded by Jeff Cassidy, to approve these reports as presented. Roll call vote: Bean, Fleenor, Calton, Cassidy, Gregory, Malone, Clifton, and Stewart voted yes. Terry Jones was absent. Motion passed.
 - D. Audit Report (Presentation of Draft)
Glenn Myers of Brown, Edwards, and Company presented the audit report. He stated the accounts accurately reflected the income and expenses for the year. There were no material weaknesses identified. Apart from the Comptroller’s report, there were no findings. Jerry Malone made a motion, seconded by Darlene Calton, to approve the audit report as presented. Roll call vote: Bean, Fleenor, Calton, Cassidy, Gregory, Malone, Clifton, and Stewart voted yes. Terry Jones was absent. Motion passed.

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ITEM 6. Old Business

- A. Request Motion to Correct Account Number to #4434 on \$3,800 (Error was #4413 for Geoconex and Powerphone)
The wrong account number was assigned to this project during the November 2020 meeting. Mrs. Smelser requested this funding be moved from #4413 to account #4434. Jeff Cassidy made a motion, seconded by Calvin Clifton, to change the account for this funding to #4434. Roll call vote: Bean, Fleenor, Calton, Cassidy, Gregory, Malone, Clifton, and Stewart voted yes. Terry Jones was absent. Motion passed.
- B. 911 Facilities (Report by Jerry Fleenor)
Mr. Fleenor stated he will be meeting with School Board officials within the next couple of weeks.

ITEM 7. New Business

- A. Request to Move \$1,400 from #4247 Training Adm to #4252 Internet/Cable
- B. Request to Move \$2500 from #4418 Training Comm/Ops to #4426 Certs/Recerts
Calvin Clifton made a motion, seconded by Jim Bean, to move \$1,400 from #4247 to #4252, and move \$2,500 from #4418 to #4426. Roll call vote: Bean, Fleenor, Calton, Cassidy, Gregory, Malone, Clifton, and Stewart voted yes. Terry Jones was absent. Motion passed.
- C. Discussion of Back-up PSAP
Mrs. Smelser explained that she and Jim Bean had met and discussed the backup PSAP and EOC. They determined that should the county need to activate the EOC and backup PSAP simultaneously, there would likely not be enough space to accommodate both. Therefore, Mrs. Smelser made the decision to designate our training building as the backup PSAP. The training building already has generator power as well as direct connection capability for phones, VPN, and internet.
- D. Presentation of Motorola Callworks 911 Equipment Proposal for Backup Site
We have received three quotes from Motorola for 911 CPU equipment at the backup site. The three quotes are: \$61,513.10 for desk phones with ANI/ALI display, \$110,784.19 for portable laptop connectivity/hardware, and \$144,992.85 for full consoles hardware/software/connectivity. These proposals are for nine years, matching the remaining time on our current equipment; and also include software updates plus hardware refreshes.

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After discussion, Jerry Fleenor made a motion, seconded by Calvin Clifton, to purchase the 3.1.1 option which is the full consoles hardware and software for the cost of \$144,992.85. Roll call vote: Bean, Fleenor, Calton, Cassidy, Gregory, Clifton, and Stewart voted yes. Jerry Malone voted no. Terry Jones was absent. Motion passed.

E. Back-up Center Phone Estimate

Mrs. Smelser presented the proposal from BTES for \$1,700 for the installation of three phones for the backup center. There will be a recurring monthly cost of approximately \$110 per phone or a total of \$3,960 per year. Although, there is money in the current budget to pay for the equipment and the monthly recurring cost, Mrs. Smelser requested the Board approve this purchase. Jeff Cassidy made a motion, seconded by J.D. Gregory, to approve this purchase. Roll call vote: Bean, Fleenor, Calton, Cassidy, Gregory, Malone, Clifton, and Stewart voted yes. Terry Jones was absent. Motion passed.

F. By-Laws Change Proposal

Mrs. Smelser recommended a change to the By-Laws concerning how the public can request to speak during a board meeting. The change is to allow the public to sign up to speak 15 minutes prior to the start of the meeting. Comments will be limited to 3 minutes per person and a total maximum of 15 minutes for the public comments. After discussion, Darlene Calton made a motion, seconded by Calvin Clifton, to approve the by-law change on first reading with deletion of #2 stating the comments must be related to an agenda item. The by-law change will have second and final vote at the next meeting. All voted in favor. Terry Jones absent.

G. Other New Business

The Board meeting was closed and everyone, but the Board members and the Board attorney exited the facility. The Board then conducted an Executive Session. The Executive Session was closed, and everyone returned to the regular meeting. The regular meeting was reopened by the Chairman. Jerry Fleenor made a motion, seconded by Jeff Cassidy, to endorse the recommendation discussed in the Executive Session. All voted in favor. Terry Jones was absent. Motion passed.

Jim Bean advised the Board of a project he was working on regarding a CAD link to reporting software for the Fire Departments, BERR, and EMS. Once the information is complete with price quotes, etc., he will make a presentation to the Board of Directors. Mrs. Smelser stated she would contact the State to ensure this would be a valid expenditure before any action is taken. Any response from the state will be obtained in writing.

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- ITEM 8. Director's Report
The Director's Report was presented.

- ITEM 9. Stats
The monthly statistical report was presented.

- ITEM 10. Comments from Visitors
There were no comments.

- ITEM 11. Next Meeting March 8, 2021
*First reading of the proposed 2021-2022 budget.

- ITEM 12. Adjournment

Board Secretary

Date