

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

**February 10, 2020 @ 9 A.M.**

- ITEM 1. Call the Meeting to Order.  
Meeting called to order by Chairman Stewart.
- ITEM 2. Roll Call  
All members in attendance except Jerry Malone and JD Gregory.  
Employees: Virginia Smelser, Natasha Jonas and Robin Napier  
Guests: Sara Phillips and Michelle Wexler
- ITEM 3. Vote on Board Member Absence.  
Darlene Calton made a motion to excuse the Board Member's absences. Motion was seconded by Jeff Cassidy. All voted in favor
- ITEM 4. Approval of Minutes – 12/09/2019  
Darlene Calton made a motion to approve the minutes from December 2, 2019 meeting. The motion was seconded by Calvin Clifton. All voted in favor. Motion passed
- ITEM 5. Financial Report
- A. Review Credit Card Bills, Check Register, GJ Entries  
These documents were reviewed by the board members.
  - B. Review Expenditures (check approvals)  
These documents were reviewed by the board members.
  - C. Review Monthly Financial/Budget Reports and Balance Sheet  
Mrs. Smelser reviewed the monthly budget, financial, and balance sheet reports. Mrs. Smelser called attention to the payroll account and the LGA bank accounts. Mrs. Smelser stated the balance of each account is in excess of what is needed to fund payroll and LGA. Mrs. Smelser suggested bringing the balance of each account down by creating a new money market account with those funds. She also stated the amount auto-draft into these accounts needs to be reduced.  
Jeff Cassidy made a motion to move money from the payroll (\$70,000) and LGA (\$50,000) account to a money market account and to reduce the amount auto-drafted into each account to \$8,000 bi-weekly in payroll and \$2,200 monthly in the LGA account, seconded by Calvin Clifton. Roll call

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vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – absent, Clifton –yes, Stewart – yes. Motion passed

Jim Bean made a motion to accept the financial reports, seconded by Jerry Fleenor. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – absent, Clifton –yes, Stewart – yes. Motion passed

- D. Request to move \$1,000 from Training 4418 to Travel 4419.  
Mrs. Smelser withdrew the request at this time.

ITEM 6. Director’s Report  
Mrs. Smelser reviewed the Director’s Report. (copy attached)

ITEM 8. Old Business  
A. Facility loan/rental policy/contract/fees  
Our attorney and Mrs. Smelser are working on a facility use document. Mr. Adams is requesting a list of any charges for the usage. After discussion, Calvin Clifton made a motion to only permit government agencies to use the property at zero cost. This motion was seconded by Jim Bean. All in favor. Motion passed.

ITEM 9. New Business  
A. First reading of the proposed 2020-2021 budget.  
Mrs. Smelser went over each line of the proposed budget for the 2020-2021 fiscal year. The Board suggested to raise the amount for a new vehicle from \$32,000 to \$40,000 for line item 1310.  
A motion was made to approve the 2020-2021 budget on the first reading, by Calvin Clifton and seconded by Jim Bean. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – absent, Clifton –yes, Stewart – yes. Motion passed.

B. 911 Facilities  
Jerry Fleenor addressed the board about leasing property owned by the Sullivan County School Board, to build a new 911 facility. He said the cost of maintaining four buildings is significant and it would be ideal to have all 911 offices and facilities in one building. Calvin Clifton made a motion to have Jerry Fleenor approach the school board about the property, seconded by Lynn Stewart. All in favor. Motion passed.

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- C. Nice Recorder  
Jim Bean informed the board that the county has been on a new radio system since 2016. He said the recording system must have an upgrade. With the new upgrade coming to the radio system, the recorder will no longer record without an update. He also said to QA radio traffic, someone from the 911 office drives to the Sheriff's Office to have access to the current recorder. Since Bristol and Kingsport have purchased their own recording systems, the cost will no longer be shared with them. With the upgrade to the recording system, 911 will have access to the recorder at the 911 office. \$62,500 would be the cost to 911. Darlene Calton made a motion for 911 to pay a portion of the upgrade and maintenance of the NICE recorder for the radio system for \$62,500. This motion was seconded by Calvin Clifton. Roll call vote: Bean – abstain, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – absent, Malone – absent, Clifton –yes, Stewart – yes. Motion passed

- ITEM 10. Stats  
Mrs. Smelser gave the board a handout of the 911 statistics.
- ITEM 11. Comments from Visitors  
None.
- ITEM 12. Next Meeting March 9, 2020 @ 9 a.m.  
March 9, 2020 meeting was cancelled. The next scheduled meeting will be April 13, 2020 @ 9a.m.
- ITEM 13. Adjournment  
Motion made to adjourn by Jeff Cassidy, seconded by Darlene Calton.

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SECRETARY

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DATE