

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

**July 8, 2019 @ 9:00 A. M.**

- ITEM 1. Call the Meeting to Order.  
Meeting called to order by Virginia Smelser.
- ITEM 2. Roll Call  
All members in attendance except Jeff Cassidy. Ben Adams also present.  
Employees: Virginia Smelser and Natasha Jonas were in attendance.  
Guests: Sara Phillips and Michelle Wexler
- ITEM 3. Vote on Board Member Absence.  
Darlene Calton made a motion to excuse absences. Motion was seconded by Calvin Clifton. All voted in favor.
- ITEM 4. Approval of Minutes – May 13, 2019  
Jim Bean made a motion to approve the minutes from May 13, 2019. Seconded by Calvin Clifton. All 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. Calvin Clifton made a motion to accept the financial reports, seconded by Darlene Calton. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – absent, Gregory –yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.
  - D. Approve 06/26/2019 @ 15:38 Phone Poll to move
    - 1. \$1000 from 4310 General Phone to 4307 Utilities- Electric
    - 2. \$750 from 4218 Maintenance Agreements
      - a. \$600 4108 Pension Expense
      - b. \$150 4229 Lease/Rental Office Equipment

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Phone text vote: Malone – yes, Cassidy – yes, Fleenor – yes, Gregory – yes, Stewart – yes, Clifton – yes, Calton – yes, Bean – yes. Jones – no response.

Jerry Fleenor made a motion to approve the phone text poll vote, seconded by JD Gregory. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – passed, Cassidy – absent, Gregory –yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.

- E. Approve 06/13/2019 Phone Poll Vote by Jerry Fleenor (Treasurer) to Move Matured First Tennessee CD to Citizens Bank with Higher Interest at 13 months.

Phone vote: Malone – yes, Cassidy – yes, Bean – yes, Jones – yes, Fleenor – yes, Calton – yes, Clifton – yes, Gregory – yes, Stewart – yes.

Jerry Fleenor and Virginia Smelser moved the money to Citizens Bank into a CD on 06/14/2019.

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

- F. First Tennessee CD will mature on 07/10/2019.  
Citizens 13 months @ 2.25%  
BB&T 12 months @1.98%  
Regions 13 month @ 1.75%

Jim Bean made a motion to move this money to the bank with the highest interest rate available; and in the future we can have multiple accounts in any bank provided each account is FDIC insured, seconded by Calvin Clifton. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – absent, Gregory –yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.

ITEM 6. Old Business

- A. Motorola Callworks NG 911 Equipment Cutover  
Mrs. Smelser informed the board that the issue with the ALI database has been resolved and the install will start on 7/9/19. Training will begin the last week of July. Mrs. Smelser said we plan on going live the week after the August race. The recorder will be installed next week, it is set to go live at the same time as the Callworks equipment.

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- B. Adjust the 2019-2020 Capital Budget to Include the Recorder and Remaining Amount due on the NG911 Callworks Equipment Due to Delayed Installation and Cutover.
1. Approve \$62,000 to be Moved from 2018-19 Budget to 2019-2020 Budget
  2. Move \$278,969 from 2018-19 to 2019-20 Budget for Remainder Due on Callworks Equipment. (Pd \$119,558 down payment in 2018-19 Budget)
- Darlene Calton made the motion to approve, seconded by Terry Jones. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – absent, Gregory –yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.
- C. Tennessee Comptroller of Treasury Audit Notes and Acceptance  
Mrs. Smelser informed the board that the audit report had been accepted by the state. Mrs. Smelser reviewed the notes with the recommendation changes.
- D. Report from Board Chairman on County 911 Consolidation Committee  
Mrs. Smelser said at the consolidation meeting, the committee asked each participant to compose a list of three pros and a list of three cons about consolidation of the 911 districts. Chairman Stewart said Kingsport 911 did not attend the meeting and so far, has not received any responses.

ITEM 7. New Business

- A. Resolution to Support a 911 Surcharge Restoration  
TENA has asked each 911 district to pass a resolution supporting the restoration of the \$1.50 surcharge rate. The resolutions will be presented to the TECP for consideration. Today, the rate is \$1.16, while 2 cents is going towards the TDAP program. The remainder goes back to the districts, to be divided between each district by population.  
Motion to accept the resolution made by Terry Jones, seconded by JD Gregory. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – absent, Gregory –yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.

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- B. 2018-19 Audit Management Letter to all Board Members  
Mrs. Smelser asked all board members to sign an acknowledgement letter, stating they received the Audit Management Letter and signed off on it. If any member has any concerns about the financial matters, they can contact the auditors directly.
  
- C. Robert McLeod request to use Training Facility.  
Mrs. Smelser informed the board that Robert McLeod requested to use the training room to teach a class. The board agreed to establish a policy for liability and insurance purposes but cannot agree to let Mr. McLeod to use the facility before the policy written and put in place.

ITEM 8. Director's Report  
Mrs. Smelser reviewed the Director's Report.

ITEM 9. Comments from Visitors  
Sara Phillips said they were ready to make a decision about the WeatherTap App versus the free website they were currently using in dispatch. She said they had decided to go with the WeatherTap app that was discussed at the prior meeting in May. Mrs. Smelser said the WeatherTap app is \$1,150 per year.  
Terry Jones made a motion to purchase the WeatherTap app subscription, seconded by Jerry Fleenor. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – absent, Gregory –yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.

ITEM 10. Next Meeting, August 12, 2019. & September 9, 2019 – Cancelled.  
The board voted to have the next board meeting on September 16, 2019.

ITEM 11. Adjournment  
Motion to adjourn made by Terry Jones, seconded by Jerry Malone.

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SECRETARY

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DATE