

**SULLIVAN COUNTY EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS MEETING
August 1, 2022
Minutes – Called Meeting**

- ITEM 1. Call the Meeting to Order.
The meeting was called to order.
- ITEM 2. Roll Call
All members present. Ben Adams and Virginia Smelser also present.
- ITEM 3. Vote on Board Member Absence.
There were no absences.
- ITEM 4. Discussion Concerning Executive Director’s Position
The members discussed the open position resulting from Mrs. Smelser’s retirement on August 31, 2022.

Mrs. Smelser provided a rough draft of a job description for the Board’s review. On page 3, the Board asked to add misdemeanor to the explanation. The new item will read:

“Not have been convicted or pleaded guilty to any misdemeanor or felony charge or to any violation of any federal law, state law or local ordinance relating to force, violence, theft, dishonesty, gambling, liquor, controlled substances, or controlled substance analogues”

On page 4, the minimum call handling and dispatching experience was changed to five years and the bachelor’s degree and ENP, RPL requirements were changed. They now read:

“Minimum five years’ experience related to call handling and dispatching within a PSAP”

“Preferred bachelor’s degree in a public safety related field; business administration or management; or other related fields; or a combination of education, certification, and experience needed to fulfill the roles and responsibilities of this position”

“Preferred certification as an (ENP) Emergency Number Professional and (RPL) Registered Public Safety Leader or ability to obtain both within 2 years of employment”

Mrs. Smelser will make these corrections and send the new job description to the Board this afternoon.

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Jim Bean made a motion, seconded by Jeff Cassidy, to change the hiring range to \$65,000 to \$75,000. Roll call vote: Bean – yes, Brown – yes, Calton - yes, Cassidy – yes, Clifton – yes, Deakins – yes, Fleenor – yes, Gregory – yes, Stewart – yes. Motion passed.

Sheriff Cassidy offered to have his Public Relations person to place the ad on Indeed and Facebook. The Board agreed and asked Mrs. Smelser to send the ad to TENA, NENA, and APCO. The ads will be placed today and the cut off or receipt of resumes will be August 15 at 1 p.m.

Chairman Stewart appointed a sub-committee to review the applications do the preliminary interviews. The committee is Virginia Smelser, Chair, Amy Brown, Jerry Fleenor, and Ben Adams. Mrs. Smelser was directed to contact either Dale Blevins at Carter County or Kevin Colson at Johnson County and see if they would be willing to assist with this process.

The committee members were asked to review the suggested questions and score sheet and send any recommendations for additions or deletions to Mrs. Smelser.

The Board discussed having Mrs. Smelser as contract labor after August 31 as needed to assist in the selection and hiring of the new director, as well as helping them with the orientation to their new position. Mrs. Smelser is going to check with TCRS and ensure this will not create any issues with her retirement.

ITEM 5. Comments from Visitors

ITEM 6. Next Regularly Scheduled Meeting August 22, 2022 at 09:00 a.m.

ITEM 7. Adjournment