

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

**August 9, 2021
Minutes**

Recognition and Awards

None of the recipients were able to attend. This was postponed to the next meeting.

ITEM 1. Call the Meeting to Order.

The meeting was called to order at 9 a.m.

ITEM 2. Roll Call

Jim Bean and J.D. Gregory were in attendance by phone. Jerry Fleenor, Darlene Calton, Calvin Clifton, Lynn Stewart, and Sheriff Cassidy were present. Jerry Malone – absent.

Also present: Virginia Smelser, Natasha Jonas, Sara Phillips, Michelle Wexler, Andy Seabolt, and Jim Tucker.

ITEM 3. Vote on Board Member Absence.

Sheriff Cassidy made a motion, seconded by Darlene Calton, to excuse Mr. Malone's absence. All voted in favor.

ITEM 4. Approval of Minutes – Meeting 06/28/2021

Jerry Fleenor made a motion, seconded by Lynn Stewart, to approve the minutes from the June 28, 2021, Board meeting. All voted in favor.

ITEM 5. Financial Report

A. Review GJ Entries

A list of all GJ entries from June 1, 2021, to August 2, 2021, were provided to the Board for review.

B. Review Expenditures (check approvals)

The expenditure forms, bank statements, deposits, and payroll reports were provided to the members for review and signatures.

C. Review Monthly Financial/Budget Reports and Balance Sheet

Mrs. Smelser reviewed the reports for periods ending June 30, 2021, and July 31, 2021. Lynn Stewart made a motion, seconded by Calvin Clifton, to approve the

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financial reports as presented. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – yes, Stewart – yes.

- D. Ratify Email Vote to Establish (2) CDs at Highest Rate for \$225,000 Each
Darlene Calton made a motion, seconded by Sheriff Cassidy, to ratify the email vote of moving \$450,000 to two CDs at \$225,000 each to the bank with the highest interest rate. This has been done. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – yes, Stewart – yes.
- E. Request to Move All funds in Excess of \$250,000 to Savings or Money Market Accounts each month
Sheriff Cassidy made a motion, seconded by Calvin Clifton, to move any excess over \$250,000 from the operating account, by check, to a savings or money market account. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – yes, Stewart – yes.
- F. Renewal of 1 CD at Citizens Bank expiring on 08/25 \$117,078.770 + Interest, and two expiring on 09/17 \$200,000 + Interest each
Lynn Stewart made a motion, seconded by Darlene Calton, to move the expiring CDs to the bank with the highest interest rate. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – yes, Stewart – yes.

ITEM 6. Old Business

- A. 911 Facilities (Report by Jerry Fleenor)
The County and School Board are continuing to work on the determination of who owns the property at Blountville Middle School. This issue is on hold until this matter has been decided.
- B. Discussion and Vote on Inter Local Agreement/Proposed Changes
Lynn Stewart made a motion, seconded by Sheriff Cassidy to table the Inter Local Agreement matter until we can obtain clarification on using 911 funds for the purchase of new communications furniture (consoles). Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – yes, Stewart – yes.

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- C. Update on Brown, Edwards & Co – new bill with finance charge
Attorney Ben Adams was unable to attend today. He has sent a letter to Brown, Edwards and Company concerning the extra charges. A copy will be sent to the Board.

- D. Review and Recommendation of Applications/Resumes for Two Board Openings
Three applications/resumes were received for the two positions. Amy Brown, Andrew Deakins, and Chris Berry. After discussion, the vote was: Amy Brown – 7, Andrew Deakins – 4, Chris Berry – 3. Darlene Calton made a motion, seconded by Sheriff Cassidy, to recommend Andrew Deakins to complete Terry Jones term and Amy Brown to replace Jerry Malone for the four-year term. All voted in favor. Mrs. Smelser will send a letter to the Mayor making these recommendations.

ITEM 7. New Business

- A. Results of Mission Critical Network Penetration Test
Andy Seabolt reviewed the findings of the computer security testing.

- B. Letter Audit Plan for Board
A letter from the current auditors was provided to the Board summarizing their responsibilities and explaining the audit process. No action was needed.

- C. Proposed Update to Policy B116 Purchasing
Sullivan County has increased their bid/RFP requirements, with State approval, to \$25,000. Mrs. Smelser explained that it is recommended we either follow the same as the County or we could make our policy stricter. Calvin Clifton made a motion, seconded by Darlene Calton, to follow the county's policy of \$25,000 for bids/RFP's. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – yes, Stewart – yes.

ITEM 8. Director's Report

Mrs. Smelser reviewed the Director's Report. After discussion, the board decided to wait until closer to the TENA conference to decide on their attendance.

ITEM 9. Stats

A copy of the monthly statistics was provided.

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ITEM 10. Comments from Visitors

There were no comments from the visitors.

ITEM 11. Next Meeting September 20, 2021 (This meeting deviates from the normal second Monday meeting due to the TENA Conference.)

ITEM 12. Adjournment