

**SULLIVAN COUNTY EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS MEETING
August 22, 2022
Minutes**

- ITEM 1. Call the Meeting to Order.
- ITEM 2. Roll Call
Bean, Calton, Cassidy, Clifton, Fleenor, Stewart – present.
Brown, Deakins, Gregory – absent.
Also present: Virginia Smelser, Natasha Jonas, Sara Phillips, Michelle Wexler.
- ITEM 3. Vote on Board Member Absence.
Darlene Calton made a motion, seconded by Calvin Clifton, to excuse the absent members.
All voted in favor. Motion passed.
- ITEM 4. Approval of Minutes – Meetings 06/27/2022 and 08/01/2022
Calvin Clifton made a motion, seconded by Darlene Calton, to approve the 06/27/2022 minutes as presented and to remove the word ‘either’ and change “to” to ‘or’ in the 08/01/2022 minutes where it discusses other directors assisting in the hiring process. All voted in favor. Motion passed.
- ITEM 5. Financial Report
- A. Review GJ Entries
The general journal entries were presented to the Board for their review.
 - B. Review Expenditures (check approvals)
The expenditures, deposits, payroll, and bank statements were presented to the Board for their review.
 - C. Review Monthly Financial/Budget Reports and Balance Sheet
Mrs. Smelser presented and reviewed the monthly financial, budget, and balance sheet reports. Jeff Cassidy made a motion, seconded by Darlene Calton, to approve the reports as presented. Roll call vote: Bean – yes, Brown – absent, Calton – yes, Cassidy – yes, Clifton – yes, Deakins – absent, Fleenor – yes, Gregory – absent, Stewart – yes. Motion Passed.
 - D. CD’s expiring: 2 expire 09/22/2022 (\$201,099 each), 1 expire 10/08/2022 (\$210,437)
Jim Bean made a motion, seconded by Calvin Clifton, to approve the Director to renew these CDs to the bank with the highest interest rate. Roll call vote: Bean – yes, Brown – absent, Calton – yes, Cassidy – yes, Clifton – yes, Deakins – absent, Fleenor – yes, Gregory – absent, Stewart – yes. Motion Passed.

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

ITEM 6. Old Business

A. 911 Facilities (Report by Jerry Fleenor)

Jerry Fleenor reported that nothing has changed except the County now owns the old middle school and property.

B. Interlocal Cooperation Agreement Approved in March 2022 (\$260,519)

Mrs. Smelser reported that the Board approved and signed the Interlocal in March. However, once it was sent to the County for approval and signatures, it was misplaced. A new document has been sent, and the Commission approved it on August 18. Mrs. Smelser will be obtaining the Chairman's and the Sheriff's signature for this final document.

C. Investigation of Medical Insurance Costs

\$727 Employee, \$1,128 + Children, \$872 + Spouse, \$1,964 + Children/Spouse
Mrs. Smelser stated she has talked to some other insurance companies and due to our small number of employees the costs would be over what we are currently paying. In addition, due to the possibility of an upcoming surgery for an employee, changing policies at this time might cause any claims for that surgery to be denied as a pre-existing condition.

After much discussion, the Board requested staff present proposals for the District to consider paying 60 or 70% of the costs of the children, spouse, or family coverages. The proposal should be presented at the next regularly scheduled meeting.

D. Ratify Phone Vote on Printer

Phone Vote: Jeff Cassidy made a motion, seconded by Calvin Clifton to accept the \$500 offer. Votes: Bean – yes, Brown – yes, Calton – yes, Cassidy – yes, Clifton – yes, Deakins – yes, Fleenor – yes, Gregory – yes, Stewart – yes.

Calvin Clifton made a motion, seconded by Darlene Calton, to ratify the earlier vote and since the buyers withdrew, authorize the Director to use best judgement on future offers. It has been posted on govdeals again.

E. Ratify Phone Vote on Temporary Employment of Mrs. Smelser

Phone Vote: Drew Deakins made a motion, seconded by Calvin Clifton, to employ Mrs. Smelser on a temporary basis between September 1 and November 15, 2022 at her current rate for a maximum of 80 hours to assist with the recruiting and orientation of a new Executive Director. Votes: Bean – yes, Brown – yes, Calton – yes, Cassidy – yes, Clifton – yes, Deakins – yes, Fleenor – yes, Stewart – yes.

Calvin Clifton made a motion, seconded by Jeff Cassidy, to ratify the vote on Mrs. Smelser's temporary employment. Roll call vote: Bean – yes, Brown – absent, Calton – yes, Cassidy – yes, Clifton – yes, Deakins – absent, Fleenor – yes, Gregory – absent, Stewart – yes. Motion Passed.

SULLIVAN COUNTY EMERGENCY COMMUNICATIONS DISTRICT BOARD OF DIRECTORS MEETING

ITEM 7. New Business

A. Discussion of Central Square Updated Pricing/Contract/Interface

The Board was provided additional information on the interface and the agencies requirements for AVL. Mrs. Smelser stated that our attorney is working on the user agreement with the Sheriff's Office and the Central Square contracts. They are supposed to meet this week.

B. Board Members Up for 4 Year Reappointment: Jim Bean, Darlene Calton, Jeff Cassidy

The three members have agreed they are willing to serve another term. Lynn Stewart made a motion, seconded by Jerry Fleenor, to have the Director send the Mayor a letter recommending the reappointment of these members. All voted in favor.

C. Discussion of Director's Position

The Board will go into Executive session at the conclusion of the meeting agenda to discuss the hiring process for the director's position.

Jim Bean asked about how raises were done for our employees. The County just voted for raises for their employees and should we follow their action. It was explained by the Chairman that several years ago the Board gave the Director the authority to present the recommendations to the Board. We generally still follow the County but because they are late getting their budget approved and in place, our matching raises are present the next year. Our employees were given a 5% raise this year that matched the County's raise last fiscal year.

Jim Bean discussed the importance of the CAD-to-CAD interface on EMS dispatching.

ITEM 8. Director's Report

Jim Bean expressed his concern that we were becoming a training center for all the area Districts. It was discussed that approximately 75% of the students in the classes we provide are from other centers. The only cost for these outside students is the cost of the manual and certification from APCO. We cannot make a profit from these courses. Mrs. Smelser stated that Sara Phillips is enrolled in an instructor course currently. Without these outside students the classes would only be for a couple of SCSO dispatchers, and it is almost impossible to teach these classes for such a small number.

Mrs. Smelser asked the Board to allow the plaque awarded to us and the Sheriff's Office dispatch to be placed in the communications center. All agreed.

ITEM 9. Stats

The statistical report was provided.

ITEM 10. Comments from Visitors

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

ITEM 11. Next Meeting September 12, 2022
Due to the anticipation of called meetings for the purpose of the applicant search, the September 12 meeting was cancelled. The next regular meeting will be October 17, 2022

ITEM 12. Adjournment
The Board went to Executive session.
Following the conclusion of the Executive session, there was no action taken.
Meeting adjourned.