

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

September 16, 2019 @ 9:00 A. M.

- ITEM 1. Call the Meeting to Order.
Meeting called to order.
- ITEM 2. Roll Call
All members in attendance except Calvin Clifton.
Employees: Virginia Smelser, Robin Napier and Natasha Jonas.
Guests: Sara Phillips and Kaitlyn Phillips
- ITEM 3. Vote on Board Member Absence.
Jerry Fleenor made a motion to excuse Mr. Clifton's absence. Motion was seconded by Darlene Calton. All voted in favor.
- ITEM 4. Approval of Minutes – July 8, 2019
Jerry Malone made a motion to approve the minutes from July 8,2019 meeting. Seconded by Terry Jones. 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. Jeff Cassidy made a motion to accept the financial reports, seconded by Darlene Calton. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory –yes, Malone – yes, Clifton – absent, Stewart – yes. Motion passed.
 - D. Approve 09/04/2019 Phone Poll to
 - 1. Close First Tennessee Matured CD
 - 2. Move CD money to Citizens Bank at 2% for 13 Months.

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

Phone vote: Malone – yes, Cassidy – yes, Fleenor – yes, Gregory – yes, Stewart – yes, Clifton – yes, Calton – yes, Bean – yes. Jones – no response. Money was moved on 09/05/2019 by Jerry Fleenor and Virginia Smelser.

JD Gregory 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 – yes, Gregory –yes, Malone – yes, Clifton – absent, Stewart – yes. Motion passed

ITEM 6. Old Business

- A. Motorola Callworks NG 911 Equipment Cutover
Mrs. Smelser informed the board the cutover for the new Callworks system was done on August 20-21st. She said there were a few volume issues at the beginning, but everything has been fixed and is working properly.
- B. Equature Recorders Installation
Mrs. Smelser said the recorders were installed in July and they are working great and no complaints.
- C. Report on TENA Conference
Mrs. Smelser reported the ones that attended the TENA conference were, Mrs. Smelser, Natasha Jonas, Robin Napier, Sara Phillips, Michelle Wexler, Jerry Fleenor, Jim Bean, Jerry Malone, Haley Riner and Brittney Gobble. Ray Comtois and Mark Holloman also attended but were paid for by SCSO. Brittney Gobble and Haley Riner were last minute decisions to attend since board members had cancelled and we were unable to get a refund for the conference and rooms.

Mrs. Smelser stated that she was very disappointed in the TENA conference. There were not many classes for the dispatchers, and other classes were short with a lack of information.

Jerry Malone updated the Board on TENA's campaign to increase the surcharge from \$1.16 to \$1.50. He was told the money would be proportioned by the same percentage each district gets currently. He also said the classes at the conference were few and far between and not much was offered for board members. He said he attended one class taught by an individual who sets up 911 centers. If we were ever to build our own stand-alone center, there was at least someone out there that had the knowledge to

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

set one up. Mrs. Smelser has this individual's card should we ever need his expertise.

- D. Upgrade to NICE Recorder, SCSO Agreement
Mrs. Smelser said the NICE recorder that records the SCSO administration lines, needs a hardware upgrade. The cost estimated cost is \$2500. SCSO has agreed to pay for the upgrade. Our maintenance cost for the NICE recorder is \$400 every three months. Mrs. Smelser said she has agreed to pay the maintenance for the next couple of payments until we are sure everything is copasetic with the Equature recorder. SCSO are paying their part of the maintenance.

- E. Vesta Alert – IPAWS update
Mrs. Smelser said that FEMA came out with the program called IPAWS. It is an emergency alert message that we can send out to everyone in the area with a cellular phone. She said we have applied as a back-up center to Bristol for this alert. There is no cost, it is just paperwork. The paperwork has already been approved by the state and waiting to be approved by the federal government. Once it has been approved and is available, Mrs. Smelser will educate everyone on the use in certain types of emergencies. She said there is specialized training for those who have the authority to activate an alert. As of now, Mrs. Smelser, Natasha Jonas, Chris Hager, Sara Phillips, Michelle Wexler and Jim Bean have had the training.

ITEM 7. New Business

- A. Discussion to purchase 10 (4) monitor stands for the comm center. Est \$1300
Mrs. Smelser said these are for the dispatch center to help with operations. There are 8 monitors at each console currently. Dispatch is in need of these stands to be able to move the monitors to make them easily visible. We have already purchased two stands.

- B. Discussion to purchase 3 computers for the backup PSAP at the EOC. Est. \$3800
These computers are to go to EOC for backup, should the 911 center ever need to be evacuated. Under the COOP plan, we will have an evacuation drill in February 2020.

- C. Discussion to purchase 5 multi video cards for CAD computers. Est. \$2500

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

The CAD computer video cards are only capable of running two monitors at a time and they need to run three.

Mrs. Smelser said with these needs for the 911 center it will put our line item budget down very low in the 4305, non-capitalized account. She asked the board to move monies from the surplus to line item 4305.

Jeff Cassidy made a motion to move \$5,000 from the surplus to line item 4305. Seconded by Darlene Calton. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory –yes, Malone – yes, Clifton – absent, Stewart – yes. Motion passed

D. Tower removal estimates

1. AWS \$7898
2. Wolverine Wireless \$24,500
3. Taff & Frye \$14,450

Mrs. Smelser informed the board of the estimates for the removal of the radio tower. Jim Bean said he talked to the Motorola techs and they suggested we use AWS. Mrs. Smelser said the price includes the removal of debris as well.

Jim Bean made a motion to use AWS to remove the tower from the property and to add \$10,000 from the surplus to the line item 4333. Seconded by Terry Jones. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory –yes, Malone – yes, Clifton – absent, Stewart – yes. Motion passed.

E. Mrs. Smelser wanted to make everyone aware that she checked with our insurance company and verified from them in writing that, any board member that wants or needs to drive the company cars, are permitted to do so. Also, if there is an emergency, as long as the person driving has been given permission to drive, they are permitted to do so.

F. TENA Board openings

Mrs. Smelser informed everyone that there are openings for 2nd Vice President and the East Tennessee Representative. She said she wasn't interested but if anyone else is interested she wanted to make sure they are aware.

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

G. Stats

Mrs. Smelser gave everyone a handout of the statistics she keeps on all 911 calls that come into the PSAP. She went over the stats in detail and said the stats would be in the packets for each board meeting from now on. She said the QA scores have come up considerably and she is very proud of their improvement.

ITEM 8. Director's Report

Mrs. Smelser reviewed the Director's Report.

Terry Jones gave Mrs. Smelser a letter that he had received. The letter was from Clark Grable of REVCORD. She said the county had put out an RFP for a new radio recorder system during same time we were purchasing our new recorder for the phone system; causing some confusion as these were two separate systems. Mr. Grable filed an official complaint against the county and their handling of their RFP. Mrs. Smelser said it does not have anything to do with 911, the district or the purchase of our recorder for the phone system.

Jim Bean, as the EMA Director for Sullivan County, stated that the maintenance on the radio recorder was going to be \$30,000 and a new recording system would be around \$100,000. Mr. Bean explained the difficulties with the county's RFP process and how Mr. Grable had interfered, ultimately leading to the process to be put on hold and then abandoned.

Jerry Malone informed the board of an issue regarding our attorney Ben Adams. After discussion, no action will be taken by the board at this time.

ITEM 9. Comments from Visitors

Mrs. Smelser introduced Kaitlin Phillips as our new intern.

ITEM 10. Next Meeting November 18, 2019 @ 9 a.m.

ITEM 11. Adjournment

SECRETARY

DATE