

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

**November 9, 2020 @ 9 A.M.  
Minutes**

- ITEM 1. Call the Meeting to Order.  
Chairman Stewart called the meeting to order.
- ITEM 2. Roll Call  
Present: Jim Bean, Jerry Fleenor, Darlene Calton, Terry Jones, Jeff Cassidy, JD Gregory (by phone), Calvin Clifton (by phone), Lynn Stewart.  
Absent: Jerry Malone
- ITEM 3. Vote on Board Member Absence.  
Lynn Stewart made a motion to excuse Mr. Malone, seconded by Darlene Calton. All present voted in favor.
- ITEM 4. Approval of Minutes – Meeting 09/14/2020  
Jeff Cassidy made a motion, seconded by Jerry Fleenor, to approve the 09/14/2020 minutes changing the next meeting date as we did not meet in October. All voted in favor. Jerry Malone absent.
- ITEM 5. Financial Report
- A. Review Credit Card Bills, Check Register, GJ Entries  
The credit card bills, check register, and GJ entries were passed to the Board members for their review.
  - B. Review Expenditures (check approvals)  
All bills were presented to the Board for their review and the appropriate signatures.
  - C. Review Monthly Financial/Budget Reports and Balance Sheet  
Mrs. Smelser reviewed the monthly budget, monthly financial, and monthly balance sheet reports.  
Jeff Cassidy made a motion, seconded by Darlene Calton, to approve the financial reports as presented.  
Roll call vote: Jim Bean – yes, Jerry Fleenor – yes, Darlene Calton – yes, Terry Jones – yes, Jeff Cassidy – yes, JD Gregory – yes, Calvin Clifton – yes, Lynn Stewart – yes. Jerry Malone absent. Motion carried.
  - D. Explain \$62,500 Prepaid Expense to County Issue/Request \$12,500 be added (from reserves) to 4431 Account to Balance Line Item

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The auditors have stated the \$62,500 that was paid to the County for the upgrade and connection to the radio recorder should be entered as a pre-paid even though it is a one-time payment, and the equipment does not belong to the 911 District. To handle this as a prepaid, we will need to budget \$12,500 in account 4431 for each of the next five years to balance the prepaid account. The money has already been paid but it must be reflected in the line-item budget. Darlene Calton made a motion, seconded by Jerry Fleenor, to add \$12,500 to account #4431 from reserves for this year's portion of the prepaid expense. This is not money to be spent as it has already been paid to the County.

Roll call vote: Jim Bean – yes, Jerry Fleenor – yes, Darlene Calton – yes, Terry Jones – yes, Jeff Cassidy – yes, JD Gregory – yes, Calvin Clifton – yes, Lynn Stewart – yes. Jerry Malone absent. Motion carried.

ITEM 6. Old Business

- A. 911 Facilities (Report by Jerry Fleenor)  
Jerry Fleenor stated he is talking with the School officials and will report at the next meeting.
  
- B. Report on Cyber Security Assessment (SCSO IT)  
Mark Hollomon explained the results of the Cyber Security Assessment to the Board. Each Board member was given a written copy of the report.

ITEM 7. New Business

- A. Lease Agreement for Dynamark  
During the recent water issue in the Dynamark building, Mrs. Smelser discovered there is not a lease between 911 and Dynamark concerning this property. After discussion, Jerry Fleenor made a motion, seconded by Calvin Clifton, to have our attorney draw up an official agreement/lease for this property.  
Roll call vote: Jim Bean – yes, Jerry Fleenor – yes, Darlene Calton – yes, Terry Jones – no, Jeff Cassidy – yes, JD Gregory – yes, Calvin Clifton – yes, Lynn Stewart – yes. Jerry Malone absent. Motion carried.
  
- B. Request to declare the Impala as surplus and place on Govdeals. (Kelly blue book and current market value estimated \$2300 to \$3200)  
Mrs. Smelser stated this vehicle is a 2007 with 76,547 miles. The vehicle will need a new battery before it can be sold. Jeff Cassidy made a motion, seconded by Terry Jones, to declare the impala as surplus, replace the battery, and place it on Govdeals with a minimum purchase price of \$2,500.

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Roll call vote: Jim Bean – yes, Jerry Fleenor – yes, Darlene Calton – yes, Terry Jones – yes, Jeff Cassidy – yes, JD Gregory – yes, Calvin Clifton – yes, Lynn Stewart – yes. Jerry Malone absent. Motion carried.

- C. Request to declare previous 911 CPE equipment as surplus and destroy. Chris Hager and Mrs. Smelser have evaluated the 911 CPE equipment that was replaced with the Callworks system. The equipment is over seven years old. The hard drives must be destroyed. The county places their computer parts and equipment marked for destruction in a storage container at Akard school.  
Lynn Stewart made a motion, seconded by Darlene Calton, to declare this equipment surplus and taken to the County’s storage container. All voted in favor. Jerry Malone was absent. Motion carried.
- D. Discussion of water pump repair to generator (est. \$1265 out of #4333) During the recent maintenance inspection and work, it was discovered that the water pump on the generator needs to be replaced. The estimated cost is \$1,265 which will be taken out of account #4333. Discussion ensued as to whether the repair should be made at this time. Consensus was to have the generator repaired. The money is within the line item and does not require Board action.
- E. Backup PSAP Powerphone and Geoconex connections (Est \$3800 #4413) Requires allocation of funding.  
Mrs. Smelser stated we are continuing to work on setting up a backup location for communications as part of the state required “Continuity of Operations Plan”. As part of that plan, we need to purchase additional licensing for the Powerphone and Geoconex systems. The estimated cost for both is \$3,800 and would be charged to account #4413. This would require additional funding in this line item. Jeff Cassidy made a motion, seconded by Jerry Fleenor, to move \$3,800 to account #4413 from reserves for these purchases.  
Roll call vote: Jim Bean – yes, Jerry Fleenor – yes, Darlene Calton – yes, Terry Jones – yes, Jeff Cassidy – yes, JD Gregory – yes, Calvin Clifton – yes, Lynn Stewart – yes. Jerry Malone absent. Motion carried.
- F. Jerry Fleenor discussed having the ditch for the water line repair fixed. We have budgeted \$50,000 for parking lot paving this year. Mrs. Smelser suggested some of this money be used for the repair. Consensus was to proceed with the repair to the ditch line.

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ITEM 8. Director's Report

Mrs. Smelser presented her Director's report. As part of her report, Mrs. Smelser stated the annual audit is not complete at this time. The required OPEB data from the State was not received until November 2 and they are waiting on the State Comptroller's report.

Mrs. Smelser updated the Board on her recent discussions with the State Comptroller's auditor. As is standard procedure, now that his review is complete, he will review the audit with the District Attorney. There have been a lot of allegations investigated and dismissed. There are three possible issues. The first was the purchase of the spill proof cups for the dispatchers. The auditor advised that since the dispatchers do not work for 911, in his opinion, these could be considered gifts. He also said a different auditor may have a different opinion. The cost of the cups was around \$148. Mrs. Smelser stated that she had discussed buying these cups with the TECB financial consultant in the past and was even offered suggestions as to which account to use. She stated that she did not feel this purchase was inappropriate but if it were the wishes of the Board, she would personally reimburse the District. The Board discussed that we pay for some of those employees and that it is our equipment we are trying to protect. Some were concerned over the differences in accountability to the financial standards between the three local districts. The second and third items related to the loaning of a monitor arm and a cell phone that were in storage. Both items were returned. The Board agreed to no action should be taken until the report is issued.

ITEM 9. Stats

Mrs. Smelser reviewed the monthly statistics.

ITEM 10. Comments from Visitors

There were no comments from visitors.

ITEM 11. Next Meeting December 14, 2020 @ 9 a.m.

ITEM 12. Adjournment