

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

December 9, 2019 @ 9 A.M.

ITEM 1. Call the Meeting to Order.
Meeting called to order by Jerry Fleenor.

Employee Service Awards
Mrs. Smelser presented Chris Hager and Natasha Jonas each a plaque for five years of service and a plaque for 10 years of service. Chris Hager was then presented with a clock for 15 years of service.

ITEM 2. Roll Call
All members in attendance except Lynn Stewart, Jim Bean and Terry Jones.
Employees: Virginia Smelser, Robin Napier, Natasha Jonas and Chris Hager.
Guests: Sara Phillips, Michelle Wexler, Glenn Myers and Richard Linnen.

ITEM 3. Vote on Board Member Absence.
Darlene Calton made a motion to excuse the Board Member's absences. Motion was seconded by Jerry Malone. All voted in favor.

ITEM 4. Approval of Minutes – 09/16/2019
Jeff Cassidy made a motion to approve the minutes from September 16, 2019 meeting. Seconded by JD Gregory. All voted 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 JD Gregory. Roll call vote: Bean – absent, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory –yes, Malone – yes, Clifton – absent, Stewart – absent. Motion passed

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- D. Request to move \$50 from 4335 Maintenance and Repair-Vehicles to 4411 Insurance – Vehicle.
Motion made by Calvin Clifton and seconded by Darlene Calton to move \$50 from line item 4335 to 4411. Roll call vote: Bean – absent, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory –yes, Malone – yes, Clifton – yes, Stewart – absent. Motion passed
- E. Request to declare office refrigerator to surplus and place on GovDeals to sell. Mrs. Smelser said the office refrigerator has a leak and can't be repaired. Motion made by Jeff Cassidy to declare the refrigerator surplus and sell, seconded by Darlene Calton. All voted in favor.
- F. Request to move \$1300 from 4333 Maintenance and Repair-Bldg to 4305 Equipment Purchases for purchase of new refrigerator.
Motion made by Calvin Clifton to move \$1300 from 4333 to 4305, seconded by JD Gregory. Roll call vote: Bean – absent, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory –yes, Malone – yes, Clifton – yes, Stewart – absent. Motion passed
- G. Update to Signature Cards
Mrs. Smelser informed the Board the signature card at the bank (BB&T) needed to be updated. The Board agreed to have the names of those who hold seats on the board as well as the director and the Sheriff, on the signature card at BB&T. Those names on the signature card will be: Virginia Smelser, Lynn Stewart, Jim Bean, Jerry Fleenor and Sheriff Jeff Cassidy.

ITEM 6. Old Business

- A. Motorola Callworks NG 911 Equipment
Mrs. Smelser said the new equipment is up and running and there are no problems. Jerry Fleenor asked about the previous volume issues. Mrs. Smelser said that problem has been resolved and no issues have been reported since.
- B. Facility loan/rental policy/contract/fees
Mrs. Smelser said she is working with our attorney to draft a policy for a facility loan/rental policy/contract/fees for the board to consider.

ITEM 7. New Business

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A. Audit Report

Glenn Myers and Richard Linnen reviewed the audit report they prepared as well as the Governance letter. They noted there were no findings, and everything went much better this year. The Board voted to accept the audit report. Motion made by Calvin Clifton and seconded by Darlene Calton. Roll call vote: Bean – absent, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory –yes, Malone – yes, Clifton – yes, Stewart – absent. Motion passed

B. Annual Election of Board Officers

Jeff Cassidy made a motion to keep Board Officers in their current positions by acclamation. Seconded by JD Gregory. There were no other nominations. All voted in favor.

C. Board Provided 2020 Meeting and Holiday Schedule

Mrs. Smelser provided the Board a 2020 meeting and holiday schedule.

ITEM 8. Stats

A monthly statistical report was provided.

ITEM 9. Director's Report

Mrs. Smelser reviewed the Director's Report.

ITEM 10. Comments from Visitors

Chris Hager elaborated on the employee's participation of Trunk of Treat with the Sheriff's office. Sheriff Cassidy thanked the employees for their dedication and participation in the event. Mrs. Smelser said the employees had purchased most of the candy themselves and asked the board if they would be interested in donating next year.

ITEM 11. Next Meeting January 13, 2020 @ 9 a.m.

ITEM 12. Adjournment

SECRETARY

DATE