

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

April 12, 2021

Minutes

ITEM 1. Call the Meeting to Order.

ITEM 2. Roll Call

Terry Jones absent. Jerry Fleenor came in late. Bean, Calton, Cassidy, Gregory, Malone, Clifton, and Stewart were present.

Also present: Chris Hager, Virginia Smelser, Michelle Wexler, Sara Phillips, and Ben Adams came in late.

ITEM 3. Vote on Board Member Absence.

Jerry Malone made a motion, seconded by Darlene Calton, to excuse the absences from today's meeting. All voted in favor.

ITEM 4. Blackburn, Childers, and Steagall – Invited Guests. (Review Quote)

Kevin Peters from Blackburn, Childers, and Steagall introduced his company and provided information as to their audit services.

Calvin Clifton made a motion, seconded by Jerry Fleenor, to engage their services for our annual audit for the period of July 1, 2020 through June 30, 2021 at a cost of \$11,500. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.

ITEM 5. Approval of Minutes – Meeting 03/08/2021

Jeff Cassidy made a motion, seconded by Jim Bean, to approve the minutes as presented. All voted in favor. Terry Jones – absent.

ITEM 6. Financial Report

A. Review GJ Entries

B. Review Expenditures (check approvals)

C. Review Monthly Financial/Budget Reports and Balance Sheet

Jerry Fleenor made a motion, seconded by Darlene Calton, to approve all the financial reports as presented. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.

ITEM 7. Old Business

A. 911 Facilities (Report by Jerry Fleenor)

Jerry Fleenor reported he is setting up a meeting with the newly hired interim director.

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- B. Attorney Ben Adams to Review Proposed Dynamark Lease
The lease was presented for the Board's review. Jerry Fleenor, made a motion, seconded by Jim Bean, to approve the lease as presented. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.
- C. Second Reading of 2021-2022 Budget Proposal
Jim Bean asked about the CAD link for reporting to the agencies and if it should be included in the budget. Mrs. Smelser suggested that staff finalize the details of the project and get written approval from the State to use 911 funding. Once this is completed, bring the proposal to the Board for approval using reserves for funding. It would be offered to the agencies we serve.
- Jim Bean made a motion, seconded by Darlene Calton, to approve the 2021-2022 budget on second reading. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.
- D. Discussion of Inter Local Agreement/Proposed Changes
The committee met and put together a list of proposed changes for the Inter-Local Agreement (copy attached). These suggestions have been sent to Dan Street for inclusion in the Inter Local Cooperation Agreement. When re-written the agreement will be brought to this Board and the County Commission for approval.
- E. Presentation of Proposed Policies
Board members were provided copies of the proposed policies in January of this year. Jim Bean made a motion, seconded by Darlene Calton, to approve the policies as presented. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.
- Mrs. Smelser was asked to make each Board member a packet of all policies and the updated Employee Handbook for presentation at the next meeting.

ITEM 8. New Business

- A. Request approval of \$3,200 from reserves to add Rapid SOS integration to the Equature Recorder.
Mrs. Smelser explained this is a new feature brought about after the Christmas Day bombing in Nashville. During that time, most of the middle and west Tennessee 911 Centers had to depend on Rapid SOS to receive 911 call information. This new feature puts this information on our recorder so it may be referenced in the future.

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Jerry Fleenor made a motion, seconded by Jim Bean, to purchase the Rapid SOS integration to our Equature recorder for \$3,200, paid from reserves. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.

- B. Citizens CD ...3138 Matures 05/24/2021 \$209,913.44 + Interest.
Darlene Calton made a motion, seconded by J.D. Gregory, to place this money in the bank with the highest interest rate when the CD matures. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.
- C. Request - Move \$2,000 out of 4242 Maintenance and Repair Admin, add \$500 to 4339 Maintenance/Warranty Building, add \$1,500 to 4250 Telephone Costs Admin
Darlene Calton made a motion, seconded by Jim Bean, to make these line item changes. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.
- D. Brown, Edwards, and Associates met with Mrs. Smelser a couple of weeks ago and informed her they were going to bill an additional \$8,000 for the audit. Mrs. Smelser questioned their reasoning and expressed her displeasure and concerns for this additional fee considering the problems staff had encountered with their representative, the fact Mr. Myers had to be called in at the last minute to complete the audit and fix issue, the lateness of the report, and the OPEB has been part of the audit for years and was known when the price was quoted originally. When the bill arrived last week, it was for an additional \$4,000 dollars. The Board consulted with our attorney. Lynn Stewart made a motion, seconded by J.D. Gregory, to pay the \$1,250 that is outstanding on the original contract. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.
- E. It is time to renew the contract for the Vesta Alert Notification System. Kingsport notified Mrs. Smelser on Friday that they are looking to change to Hyper Reach. She was invited to a demo on Thursday, April 15. Currently, Kingsport is advising this change would be less expensive than the system we are currently using. The company is working on final pricing. A decision will have to be made by April 30th, when our contract with Vesta expires, or we will be without service until a decision is made. Lynn Stewart made a motion to have Mrs. Smelser attend the demo and obtain the pricing. If the pricing is \$9,000 or less, the Board agrees to switch to Hyper Reach. If the price is greater than \$9,000, Mrs. Smelser is to do a phone poll vote of the Board for recommended action. Roll call vote: Bean – yes, Fleenor –

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yes, Calton – yes, Jones – absent, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – yes, Stewart – yes. Motion passed.

- F. Mrs. Smelser advised the Board this is National Telecommunicator’s Week. We have a plaque ready for the annual QA award. Sheriff Cassidy and Sara Phillips will set up a date to present this award.

Mrs. Smelser stated that if any Board member had the opportunity, it would be a nice gesture to call and let the dispatchers know how much they are appreciated for the work they do.

ITEM 9. Director’s Report
Mrs. Smelser reviewed the report.

ITEM 10. Stats
The statistics were presented to the Board.

ITEM 11. Comments from Visitors

ITEM 12. Next Meeting May 10, 2021

ITEM 13. Adjournment