

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

**June 28, 2021**

**Minutes**

- ITEM 1. Call the Meeting to Order.
- ITEM 2. Roll Call  
Jerry Malone came in at 09:45. Calvin Clifton was absent.  
Also, present were Virginia Smelser and Sara Phillips.
- ITEM 3. Vote on Board Member Absence.  
Darlene Calton made a motion, seconded by Sheriff Cassidy, to excuse the absences.  
All voted in favor. Calvin Clifton and Jerry Malone were absent.
- ITEM 4. Approval of Minutes – Meeting 04/12/2021  
Jerry Fleenor made a motion, seconded by Jim Bean, to approve the minutes from the April 12, 2021, meeting. All voted in favor. Calvin Clifton and Jerry Malone were absent.
- ITEM 5. Financial Report
- A. Review GJ Entries  
Entries were provided to the Board for review.
  - B. Review Expenditures (check approvals)  
All expenditures, deposits, payroll reports, and bank statements were provided to the Board for review.
  - C. Review Monthly Financial/Budget Reports and Balance Sheet  
Mrs. Smelser presented and reviewed the monthly balance sheet, financial report, and budget reports. Jerry Fleenor made a motion, seconded by Sheriff Cassidy, to approve the reports as presented. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – absent, Stewart – yes. Motion passed.
  - D. Citizens CD ...3138 Renewed on 05/24/2021 \$209,913.44 + Interest. Rate .35%  
Mrs. Smelser stated Citizens had the highest interest rate and per the last meeting, this CD was renewed at the bank with the highest rate.
  - E. Request to Close the LGA Account and Stop the \$2,200 Monthly Transfer

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Mrs. Smelser and Mrs. Jonas have researched the LGA account which is used only to pay the medical insurance. According to the State Comptroller's Office, our new auditors, and several Districts we spoke to, there is no reason to have this as a separate account. Mrs. Smelser requested we merge this LGA account with the payroll account, stop the auto transfer of \$2,200 each month, and pay the medical insurance directly from the payroll account. Darlene Calton made the motion, seconded by Jim bean, to merge these accounts, stop the \$2,200 auto transfer, and pay medical costs out of the payroll account. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – absent, Stewart – yes. Motion passed.

F. FYI - Issued Two \$5 Checks to Money Market Accounts to Keep from Dormancy  
Mrs. Smelser stated she had Mrs. Jonas issue two five-dollar checks that were deposited into our two money market accounts to keep them active. This will need to be done every six months.

G. Renewal of CD 1 and 2 at Citizens Bank expiring on 07/22/2021. \$230,7467.82 and \$230,187.44.

These two CDs are expiring in July. Lynn Stewart made a motion, seconded by J.D. Gregory, to renew these CDs at the bank with the highest interest rate. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – absent, Stewart – yes. Motion passed.

ITEM 6. Old Business

A. 911 Facilities (Report by Jerry Fleenor)

Mr. Fleenor stated the County and School Board are in discussions to determine who is the owner of the school property. Once that is determined, we can proceed with discussions.

B. Dynamark Lease

The lease has been signed; however, we do not have access to building due to an equipment failure in the security locks. They are replacing the system and as soon as it is installed, we will be given access.

C. Discussion of Inter Local Agreement/Proposed Changes

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Mrs. Smelser spoke with Dan Street last week and he is working on drafting the new agreement. She stated we cannot pay the agreement fees until the signed agreement is in effect.

- D. Each Board Member was presented a book of policies.  
As requested at the last meeting, Mrs. Smelser provided each board member and the attorney a current policy book.
- E. Vesta Alert Renewed until March 2022  
Due to a misunderstanding on the current contract with Motorola, Kingsport was unable to proceed with the new software. They plan to pursue a new vendor prior to renewal next April.
- F. Brown, Edwards & Co – new bill with finance charge  
We have received a new bill from Brown, Edwards, and Company for \$4,060. Sixty dollars is a finance fee added to the bill. Sheriff Cassidy made a motion, seconded by J.D. Gregory, to have our attorney send them a letter expressing our opinion that this additional billing is not appropriate based on our contract. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – absent, Clifton – absent, Stewart – yes. Motion passed.
- G. Knox Box Purchase of \$459  
At the last meeting, there was a suggestion to look at placing a Knox box on property. Mrs. Smelser did the research and was able to use funding within the current budget for the \$459 cost. Mr. Stewart asked Mrs. Smelser to bring the discussion to the Board before sending the order. The Board discussed whether to have one or three boxes and the location if there is only one box purchased. There was discussion concerning the need for the Knox box and how the responders use these boxes. Mrs. Smelser suggested we place a sign at each building noting the location of the box if only one is purchased. Jerry Fleenor made the motion to proceed with the purchase of one box to be placed at 1586 Highway 394. Motion was seconded by J.D. Gregory. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – absent, Stewart – yes. Motion passed.

ITEM 7. New Business

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- A. CAD Discussion  
Mrs. Smelser explained the proposal for the Pro-Suite CAD purchase. The Sheriff's Office is in process of locating funding to purchase the RMS suite. The RMS and CAD software must work in conjunction with the other, therefore, Mrs. Smelser is asking for a commitment from the Board that should the Sheriff's Office purchase the RMS software, that we purchase the CAD software. This will be a sole source purchase. She wanted to update the Board and let them know of the potential for this upcoming change. After discussion, Jerry Fleenor made a motion, seconded by J.D. Gregory, to update the 2021-2022 budget to include the \$170,000 to purchase the CAD at such time as the Sheriff's Office purchases the RMS software. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – absent, Stewart – yes. Motion passed.
- B. Plumbing Repair of \$205 to 1570 Highway 394  
Mrs. Smelser explained a plumbing issue that occurred in the training building. This was paid by the District and the Board did not wish to bill the County.
- C. Terry Jones advised the Board that he was resigning effective today. The Board will take applications and make a recommendation to the mayor for an individual to complete the term of office expiring in September 2024. Mrs. Smelser stated she would have our website updated to reflect this opening.
- D. Per discussions during the budget process and approval of the funding, the copier lease expires June 30. July 1, we are purchasing a new copier. The new copier was budgeted at \$9,000 and will be purchased for \$7,718.
- E. The State has notified us as of June 25, that there will be a 4.4% rate increase on the medical insurance for the coming year. Mrs. Smelser stated she will review the new figures and present any budget changes at the next meeting.
- F. Per previous discussions, the cost to add EMR reporting for the fire departments is \$1,995 annually, and for ESO reporting it would be \$2,495 for EMS, and \$2,495 for Bloomingdale Fire annually to purchase these interfaces now. These interfaces are included in the CAD purchase. No action taken.

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G. The back up PSAP equipment and the Rapid SOS recorder upgrade installations will not be complete by June 30. After discussion, Darlene Calton made a motion, seconded by Jerry Fleenor, to move the funding for these two projects from the current budget year to the upcoming 2021-2022 budget. Roll call vote: Bean – yes, Fleenor – yes, Calton – yes, Jones – yes, Cassidy – yes, Gregory – yes, Malone – yes, Clifton – absent, Stewart – yes. Motion passed.

ITEM 8. Director’s Report

Mrs. Smelser presented the Director’s Report. The TENA conference registration has opened. Mrs. Smelser asked members to let her know as soon as possible if they planned to attend. Text to 911 has been delayed until possibly August.

The terms of office for Jerry Malone, J.D. Gregory, and Jerry Fleenor will expire August 30, 2021. We have posted the information on the website. Mr. Gregory and Mr. Fleenor have advised they wish to remain on the Board. Mr. Malone advised he will not be seeking another term. The Board should be prepared to make their recommendations to the mayor for the offices in August.

ITEM 9. Stats

Mrs. Smelser provided the members with a copy of the monthly statistical report.

ITEM 10. Comments from Visitors

Sara Phillips was present. There were no comments.

ITEM 11. Next Meeting July 12, 2021

The July 12 meeting is cancelled. **Next meeting will be August 9, 2021.**

ITEM 12. Adjournment