

# Sullivan County 911

Emergency Communications District



## BOARD OF DIRECTORS MEETING

January 08, 2023

Meeting Minutes – January 08, 2023

### ITEM 1. CALL MEETING TO ORDER

The monthly board meeting of the Sullivan County Emergency Communications District's Board of Directors was held on Monday, January 08, 2024. Director Lesley Musick called the meeting to order at 09:07.

### ITEM 2. ROLL CALL

Roll Call – Jim Bean-absent/late, Amy Brown-present, Darlene Calton-present, Jeff Cassidy-present, Calvin Clifton-present, Drew Deakins-present, Jerry Fleenor-present, JD Gregory-present via telephone, Lynn Stewart-present. Others present: Lesley Musick, Ronette Hurley, Mark Hollomon, Sara Phillips, Michelle Wexler. Motion by Jeff Cassidy, seconded by Jerry Fleenor, to excuse absent members, Jim Bean. Discussion. Motion Passed unanimously.

### ITEM 3. PUBLIC COMMENT

None

### ITEM 4. APPROVAL OF MINUTES

Motion made by Darlene Calton, seconded by Amy Brown to approve minutes as submitted by Director Musick for December 11, 2023, meeting. No Discussion. Motion passed unanimously.

### ITEM 5. FINANCIAL REPORT

A. Director Musick presented the December 2023 financial reports, including the Balance Sheet, General Journal, Investment Accounts, Check & Deposit Detail Reports, Profit & Loss Statement, Trial Balance, and General Ledger. Director Musick advised there was an accounting correction made on the UPS battery replacement by Mission Critical Partners. It has been corrected and applied to line-item #4432 (Maintenance/Repairs-Communications) over 5 years. The cost of the pre-audit review (\$2,025) by Blackburn, Childers, Steagall, CPA has been applied to line-item #4221. In addition, BCSCPA advised the entire cost of the replacement server (\$11,425) purchased from BCTI for Powerphone could all be applied to line #4413 Commercial Licenses. This correction has been made since the last meeting. Director Musick advised she will be reinvesting excess dollars over \$250,000 from the Operating account. \$50,000 was transferred by Director Musick from Money Market \*5420 due to account balance over \$250,000 to the new Money Market \*3561. CDars0025 & 0026 matured in

December and were reinvested at 4.75% and showing as CDars0038 & 0037, respectively. Motion made by Calvin Clifton, seconded by Drew Deakins to approve the December 2023 financial report as presented. Discussion. Roll call vote: Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-yes (phone), Lynn Stewart-yes. Motion passed unanimously.

Director Musick advised the District paid out \$4,525 to Communications employees for the second quarter Training Incentive and \$1,225 was paid to Administrative employees. There were 207.25 extra hours of training in the second quarter.

B. Director Musick advised the District received a confirmation letter from TN Comptroller's Office advising the 2022-2023 Audit has been filed with their office by BCSCPA. Copies have been filed with the Sullivan County Clerk's office and Financial Officer, Larry Bailey.

#### **ITEM 6. OLD BUSINESS**

A. Director Musick advised the Board that due to lack of response from Evans Designs she is requesting the Board to consider approval to contract with Xybix Systems for the installation of the console furniture at the Communications Center and Backup Center. Motion made by Jeff Cassidy, seconded by Amy Brown to contract with Xybix Systems for the installation of the console furniture at the Communications Center and Backup Center. Discussion. Roll call vote: Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-yes (phone), Lynn Stewart-yes. Motion passed unanimously.

B. Director Musick advised the contract with Central Square for the Unify software has been signed and due to miscommunication, a check for 30% of the services portion is due at the execution of the contract.

C. Director Musick advised the board that the letter to Ben Adams was returned by USPS. Discussion.

D. Due to the Veterans Day holiday, Director Musick request the Board to change the date for November Board meeting. Motion made by Jeff Cassidy, seconded by Darlene Calton to set the November Board meeting to November 12<sup>th</sup>, 09:00. Motion passed unanimously.

#### **ITEM 7. NEW BUSINESS**

Director Musick advised the Board that National Public Safety Telecommunicators Week will be April 14-April 20<sup>th</sup>. Please forward any ideas for event planning to Ronette.

#### **ITEM 8. BUILDING / FACILITIES REPORT**

Director Musick advised the Board that the block heater for the generator has been ordered. Jerry Fleenor provided the Board with the drawing and preliminary budget for the

construction of a new PSAP and the demolition of the existing buildings. Discussion. Mr. Fleenor advised Sullivan County is no longer considering providing land for the ECD at the new county office location off Blountville Blvd and School Ave.

**ITEM 9. DIRECTOR'S REPORT**

Director Musick presented the Director's Report.

**ITEM 10. MONTHLY STATS REPORT-**

Sara Phillips presented the Monthly Stats Report.

**ITEM 11. NEXT BOARD MEETING –February 12, 2024 – 09:00am**

**ITEM 12. ADJOURNMENT**

Darlene Calton made a motion to adjourn, seconded by Jeff Cassidy to adjourn. Motion passed unanimously.

**Approved**

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**Darlene Calton, Secretary**