

Sullivan County 911

Emergency Communications District



BOARD OF DIRECTORS MEETING Meeting Minutes- June 12, 2023

ITEM 1.

The regular meeting of the Sullivan County Emergency Communications District Board of Directors was held on Monday, June 12, 2023. Lesley Musick, Executive Director, called the meeting to order at 09:08 a.m.

ITEM 2.

Roll Call – Jim Bean- absent, Amy Brown- present, Darlene Calton- present, Jeff Cassidy- present, Calvin Clifton- present, Drew Deakins- present, Jerry Fleenor- present, JD Gregory- absent, Lynn Stewart- present. Others present: Chris Hager, Sara Phillips, and Michelle Wexler.

ITEM 3.

Motion made by Jeff Cassidy, seconded by Darlene Calton to excuse absent members: Jim Bean and JD Gregory. Motion passed unanimously.

ITEM 4.

Motion made by Jerry Fleenor, seconded by Amy Brown to approve the minutes as submitted by Lesley Musick for the May 08, 2023, meeting. No Discussion. Motion passed unanimously.

ITEM 5.

Lesley Musick presented the May 2023 financial reports: Balance Sheet Previous Year Comparison, Check and Deposit Detail, CD's, Money Market Accounts, Journal Entries, Profit and Loss Statement and Trial Balance were presented. Discussion. A motion was made by Jeff Cassidy and seconded by Amy Brown to approve the financial reports for May 2023 as presented. 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-absent, Lynn Stewart-yes. Motion passed unanimously.

Lesley Musick advised the Board that the Local Government Insurance Committee has made several changes to the Local Government Plans and that the District's Tier 1 health insurance premium will increase 5.3% from \$787 to \$826 per month per employee beginning in January 2024. Vision will remain the same. Initial calculations show that the funding is adequate for the line item.

Matured CD **3138 was renewed at a rate of 4.6% for 12 months at Citizens Bank.

Lesley Musick advised the board of upcoming subsidy and excess revenue payments.

Lesley Musick advised the excess monies from the operating account have been invested in a CD at First Horizons Bank at an interest rate of 5.5%

Lesley Musick requested the Board to increase line item #4203-Audit Services for a pre-audit review that can be completed the week of June 26th. A motion was made by Calvin Clifton and seconded by Jerry Fleenor to increase line item #4203-Audit Services by \$3,000. 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-absent, Lynn Stewart-yes. Motion passed unanimously.

ITEM 6.

Lesley Musick advised she will be moving the remaining funds from #4003 to #4002 before the end of the year as previously approved by the Board in the May 2023 meeting.

Lesley Musick advised at the beginning of the fiscal year she will be separating the funding of paid time off such as sick time, vacation, personal time off, etc. from the salaries line items and adding this to line item #4013 Compensated Absences.

Lesley Musick advised that she will be coming back with updated reports from earlier in the year. She has found a few expenses that were not posted in a timely manner, the amounts are immaterial. There have been hours taken from the wrong category, those have been corrected and did not have an impact on financials. Lesley Musick advised she found an issue with insurance premium not being deducted from pay, but that is being corrected.

Lesley Musick advised that she has hired an Administrative Specialist and she will be starting on July 26th.

The 2023-2024 Budget has been delivered to the TECB and the Clerk's Office along with the signed Interlocal Agreement between the Sullivan County Sheriff's Office, Sullivan County and the Sullivan County Emergency Communications District.

ITEM 7.

Sara Phillips explained the Prepared Live software and the benefits of its use in dispatch.

Lesley Musick explained the What3Words app and the uses for it.

Lesley Musick advised the Board of an update to the Abandoned Call policy. Discussion of the significant increase in abandoned calls. All calls, including abandoned calls are trackable through several software programs, including ECATS. Dispatchers are to attempt to call back abandoned calls three (3) times. If there is no answer or if contact is made and there is no emergency, entering a cad call is not necessary. CAD calls are only necessary if there is a need for a response. Abandoned calls from landline phones when no contact is made on call back will require a CAD call and a dispatch for response.

Lesley Musick asked the Board if the District will be adding the Juneteenth Independence Day to the Holiday calendar. No Discussion. Motion made by Darlene Calton, seconded by Jeff Cassidy to add the Juneteenth Independence Day to the Districts Holiday Observance Calendar. Motion passed.

ITEM 8.

Lesley Musick presented the Directors Report.

Chris Hager spoke on his training at the Central Square Conference. Chris Hager explained the new Unify add-on and the benefits of connecting CADs from other agencies.

ITEM 9.

Sara Phillips discussed her findings on the Monthly Stats Report. She plans on evaluating the numbers and will work on more accurate reporting of call numbers.

Jerry Fleenor requested an update on the NICE recordings. Sara Phillips provided information on a call she was on with EMA Director, Jim Bean and NICE.

ITEM 10.

No comments from visitors

ITEM 11.

Next Board (special) meeting will be June 26, 2023 at 9am.

ITEM 12.

Motion by Jerry Fleenor, seconded by Jeff Cassidy to adjourn at 10:05.

Approved

Darlene Calton, Secretary