

Sullivan County 911

Emergency Communications District



BOARD OF DIRECTORS MEETING Meeting Minutes – July 10, 2023

ITEM 1. MEETING CALLED TO ORDER

The monthly board meeting of the Sullivan County Emergency Communications District Board of Directors was held on Monday, July 10, 2023. Lesley Musick, Executive Director, called the meeting to order at 09:12 a.m.

ITEM 2. ROLL CALL

Roll Call – Jim Bean-present, Amy Brown-present, Darlene Calton-present, Jeff Cassidy-absent, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-absent, JD Gregory-present, Lynn Stewart-present. Others present: Ronette Hurley, Chris Hager, Dr. Mickey Spivey.

ITEM 3. VOTE ON BOARD MEMBER ABSENCE

Motion made by Jim Bean, seconded by Amy Brown to excuse absent members: Jeff Cassidy, Calvin Clifton, Drew Deakins, and Jerry Fleenor. Motion passed unanimously.

ITEM 4. APPROVAL OF MINUTES

Motion made by Darlene Calton, seconded by Jim Bean to approve minutes as submitted by Lesley Musick for June 26, 2023, special-called meeting. No Discussion. Motion passed unanimously.

ITEM 5. FINANCIAL REPORT

A. Per Lesley Musick, the financial reports for June are still in progress. The Balance Sheet, General Journal entries including an update of the pre-audit review correction concerning the Motorola Solutions payment being expensed incorrectly. This has been corrected with an adjusting journal entry. CDs, Money Market Accounts, Profit and Loss Statement and Trial Balance were presented. 4 CDs are expiring this month. Motion made by Jim Bean, seconded by JD Gregory to accept the June 2023 Financial Reports as presented. Roll Call – Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-absent, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-absent, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

B. Lesley Musick requested to move money into line-item #4240 Insurance-Liability, totaling \$2203: (\$815 General Liability, \$638 Management Liability, \$750 Excess Liability) and move \$142 for Portable Equipment to line-item #4410.

Both adjustments will come from line-item #4338 Insurance Buildings and Contents. Motion made by Jim Bean, seconded by Amy Brown to adjust line-items for correct accounting of insurance costs as requested by Lesley Musick: increase line-item #4240, decrease line-item #4338-\$2203, increase line-item #4410, decrease line-item #4338-\$142. Roll Call – Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-absent, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-absent, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

C. Lesley Musick advised the Board that currently sick, holiday, vacation and personal time have been taken from the salary/hourly line items of each employee. These items should be accounted for in line-item #4013 Compensated Absences. She is still working on the calculations and would like to correct the balances by using the funds set aside in the salary/hourly line-items #4001, 4002, 4006. Motion made by Jim Bean, seconded by Darlene Calton for Lesley Musick to move funds from salary/hourly line items to appropriate Compensated Absences line-items once the amounts are determined. Lesley Musick to advise the Board of amounts at the next meeting. Roll Call – Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-absent, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-absent, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

ITEM 6. OLD BUSINESS

- A. Lesley Musick advised the contract has been signed for Dynamark to proceed with installation of cameras and security for the administrative building and training center. Half was paid upon signing and the other half will be paid when completed. Discussion.
- B. Lesley Musick advised nothing to report on quotes for legal services.
- C. Lesley Musick advised the Board of the new ruling by the General Accounting Standard Board called SBITA -Subscription-Based Information Technology Arrangement that went into effect June 2022. Discussion.
- D. Lesley Musick advised the Board that the District will be installing RapidDeploy instead of Prepared Live. Discussion.
- E. Per Lesley Musick provided an update on the Central Square Pro Suite CAD. Chris Hager provided an update on the integrated map.

ITEM 7. NEW BUSINESS

- A. Lesley Musick asked the Board to clarify the Vision Insurance portion of Policy No E100 Employee Benefits. The last revision of Policy E100 was passed in April 2021. This revision states “Medical, Dental, and Vision Insurance -

Regular, full-time employees are eligible for insurance on the first of the month following 30 days of service. The ECD pays 100% of the premium for the employee.” Lesley Musick and Chris Hager have both been paying for employee vision coverage. Lesley provided the details on the charges. Motion made by Amy Brown and seconded by Jim Bean to approve the reimbursement of employee vision insurance premium to Chris Hager \$152.80 and to Lesley Musick \$52.57. Roll Call – Jim Bean-yes, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-absent, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-absent, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

B. Lesley Musick advised the Board of the issues with the Powerphone & CAD interface.

ITEM 8. DIRECTOR’S REPORT

Lesley Musick presented the Director’s Report

ITEM 9. MONTHLY STATS REPORT

Lesley Musick presented the Monthly Stats Report

ITEM 10. VISITOR COMMENTS

No comments from visitors.

ITEM 11. NEXT BOARD OF DIRECTORS MEETING

August 14, 2023 @ 9 a. m.

ITEM 12. ADJOURNMENT

Motion by Darlene Calton, seconded by Lynn Stewart to adjourn at 9:54 a.m. Motion passed unanimously.

Approved

Darlene Calton, Secretary