

# Sullivan County 911

Emergency Communications District



## **BOARD OF DIRECTORS MEETING Meeting Minutes – October 09, 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, October 09, 2023. Director Musick called the meeting to order at 09:00 a.m.

### **ITEM 2. ROLL CALL**

Roll Call – Jim Bean-present, Amy Brown-present, Darlene Calton-present, Jeff Cassidy-present, Calvin Clifton-absent, Drew Deakins-absent/late, Jerry Fleenor-absent, JD Gregory-absent, Lynn Stewart-present. Others present: Lesley Musick, Ronette Hurley, Jim Tucker, Michelle Wexler, Mark Hollomon and Sara Phillips.

### **ITEM 3. VOTE ON BOARD MEMBER ABSENCE**

Motion made by Darlene Calton, seconded by Amy Brown to excuse absent members: Calvin Clifton, Drew Deakins (arrived 9:10), JD Gregory and Jerry Fleenor. Discussion. Motion passed unanimously.

### **ITEM 4. APPROVAL OF MINUTES**

Motion made by Jeff Cassidy, seconded by Jim Bean to approve minutes as submitted by Director Musick for September 11, 2023, meeting. No Discussion. Motion passed unanimously.

### **ITEM 5. FINANCIAL REPORT**

- A. Director Musick presented the September 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 2 CDARS accounts were renewed in September at 4.65% at Citizens Bank. Motion made by Jeff Cassidy, seconded by Darlene Calton to accept September 2023 Financial Report as presented. Discussion. Roll Call: Jim Bean – yes, Amy Brown – yes, Darlene Calton – yes, Jeff Cassidy – yes, Calvin Clifton – absent, Drew Deakins – yes, Jerry Fleenor – absent, JD Gregory – absent, Lynn Stewart – yes. Motion passed unanimously.

- B. a. Director Musick presented corrected July 2023 financial reports explaining that the CDars/QB account numbers have been updated for the CDars renewed in July and showing these corrections on the updated Balance Sheet, Transaction Detail of Investment Accounts, Profit & Loss Statement, Trial Balance, and General Ledger. Director Musick detailed CDars 0017, 0018, 0019 & 0020 monies have been transferred to CDars 0029, 0028, 0031 & 0030 as shown on the corrected financial reports. Director Musick also advised the voided check to Lauterbach caused an \$3,400 increase in the Operating Checking Account.

Director Musick presented corrected August 2023 financial reports explaining CDars0021 matured in August. At maturity \$118,134.22 earned \$1001.40 interest. These funds have been transferred to the new CDars0032, and an additional \$121,000 from the Operating account was also invested in CDars0032, for a total of \$240,135.62. In the August financials, the \$121,000 was incorrectly shown in \*5420 (Citizens). These corrections are shown on the corrected Balance Sheet, Transaction Detail of Investment Accounts, Profit & Loss Statement, Trial Balance, and General Ledger. Motion made by Amy Brown, seconded by Jeff Cassidy to accept the corrected financials from July 2023 & August 2023 as presented. Discussion. Roll Call: Jim Bean – yes, Amy Brown – yes, Darlene Calton – yes, Jeff Cassidy – yes, Calvin Clifton – absent, Drew Deakins – yes, Jerry Fleenor – absent, JD Gregory – absent, Lynn Stewart – yes. Motion passed unanimously.

b. Director Musick requested an increase of \$1,385 to line-item #4221- Consulting Services. Motion made by Drew Deakins, seconded by Darlene Calton to increase line increase line-item #4221 by \$1,385. Discussion: Roll Call – Jim Bean – yes, Amy Brown – yes, Darlene Calton – yes, Jeff Cassidy – yes, Calvin Clifton – absent, Drew Deakins – yes, Jerry Fleenor – absent, JD Gregory – absent, Lynn Stewart – yes. Motion passed unanimously.

- C. Director Musick advised Brightspeed and AT&T were being set up for auto draft.

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

- A. Director Musick advised the Actuarial Report has been received from Lauterbach & Amen and has been submitted to the auditors. The final report will be added to the meeting packet.
- B. Director Musick provided an update concerning legal services. Discussion: The letter of representation was received from Ben Adams and forwarded to the auditors.

**ITEM 7. NEW BUSINESS**

- A. Intrado/AT&T conducted a test of the Alarm to Text feature now available through Intrado on Tuesday, October 3<sup>rd</sup>. There was an issue with the parsing of the data. A ticket has been opened with Motorola.
- B. Director Musick presented the 2024 Holiday Schedule for approval. Discussion. Jeff Cassidy made a motion, seconded by Amy Brown, to approve the 2024 Holiday Schedule as presented. Motion passed unanimously.
- C. Chairman Stewart advised it was time to appoint Board officers. Jeff Cassidy made a motion, seconded by Amy Brown to reappoint officers Lynn Stewart - Chairman, Jim Bean-Vice Chairman, Darlene Calton-Secretary, Jerry Fleenor-Treasurer. Discussion. Motion passed unanimously.
- D. Discussion of the Board performing an evaluation for Director Musick.

**ITEM 8. BUILDING / FACILITIES REPORT**

Director Musick advised the equipment has been received for the wireless installation at the Training Center and the Board Room.

Director Musick advised Dynamark Security will begin the installation of the security system and the upgrade of the camera system.

**ITEM 9. DIRECTOR'S REPORT**

Director Musick presented the Director's Report

**ITEM 10. MONTHLY STATS REPORT**

Director Musick presented the Monthly Stats Report

**ITEM 11. VISITOR COMMENTS**

Mark Hollomon, SCSO spoke favorably of Director Musick's performance.

**ITEM 12. NEXT BOARD OF DIRECTORS MEETING**

November 13, 2023 @ 9 a.m.

**ITEM 13. ADJOURNMENT**

Motion by Jeff Cassidy, seconded by Darlene Calton to adjourn at 09:40 a.m. Motion passed unanimously.

**Approved**

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**Darlene Calton, Secretary**