

Sullivan County 911

Emergency Communications District



BOARD OF DIRECTORS MEETING Meeting Minutes - December 11, 2023

ITEM 1. CALL THE MEETING TO ORDER

The monthly board meeting of the Sullivan County Emergency Communications District's Board of Directors was held on Monday, December 11, 2023. Director Lesley Musick called the meeting to order at 09:07.

ITEM 2. ROLL CALL

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

Motion by Jerry Fleenor, seconded by Darlene Calton to excuse absent members, Drew Deakins, JD Gregory, Calvin Clifton, Jim Bean. Discussion. Motion passed unanimously.

ITEM 3. PUBLIC COMMENT

None

ITEM 4. APPROVAL OF MINUTES

Motion made by Jeff Cassidy, seconded by Darlene Calton to approve minutes as submitted by Director Musick for November 13, 2023 meeting. No Discussion. Motion passed unanimously.

ITEM 5. FINANCIAL REPORT

- A. Director Musick presented the November 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 the District received the 2023 Excess Subsidy of \$229,990 and the 2024 Controller Subsidy of \$24,000 from the TECB. \$225,000 was used to open CDars0036 at 4.75% and \$100,000 from Operating was used to open a Mutual Fund at 3.65%. Both accounts opened at Citizens Bank. Motion made by Jerry Fleenor, seconded by Jeff Cassidy to approve the November financial report as presented. Discussion. Roll call vote: Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.

- B. Director Musick advised that the 2022-2023 Audit is finalized. Final copies were distributed to the Board members. Kevin Peters with BCSCPA advised he had received the information requested from Citizens Bank and the audit would be forwarded to the State before the deadline. The finalized copies of the audit will be filed with the County Clerk's Office and with Larry Bailey, Sullivan County Financial Officer.

ITEM 6. OLD BUSINESS

- A. Director Musick suggested an increase to line item #4217-Legal Services. Motion made by Darlene Calton, seconded by Amy Brown to increase line item #4217-Legal Services by \$5,000. Discussion. Roll call vote: Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.

Director Musick advised a letter was sent to Ben Adams by email & by mail requesting Director Musick's personnel file and any other legal documents. As of the time of the meeting, there has been no response. Director Musick has signed the contract with Wilson/Worley as directed by the Board at the November meeting.

- B. Director Musick provided two proposals for the replacement of the Communications Center console furniture from Xybix Systems, Inc., and Evans Designs for the Board's consideration. Both quotes use HGAC Pricing. Motion made by Darlene Calton, seconded by Jerry Fleenor to increase line item #1304-Furniture & Fixtures (Capital Expenditures) by \$55,000, and enter contract with Evans Designs for dispatch console furniture. Discussion. Roll call vote: Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.
- C. Director Musick advised the Board that PowerPhone was unable to upload the new database due to a licensing issue with the current server. Mark Hollomon advised the Board this is to purchase new licensing of Microsoft Server 2022 and SQL Server 2022 to be installed on the existing hardware the county has already purchased. Director Musick advised this will be a 10-year license at a cost of \$7,250, setup services \$4,175 for a total of \$11,425. Motion made by Amy Brown, seconded by Jeff Cassidy to purchase 10-year licensing of Microsoft Windows Server 2022 and Microsoft Windows SQL Server 2022 from BCTI for the Powerphone Server and thereby increasing line item #4221 (setup & installation) by \$4175 and #4413 by \$7,250 (licenses). Roll call vote: Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.
- D. Director Musick advised the Board that Central Square has offered significant discounts for their CAD-to-CAD Unify Solution. Dr. Mickey Spivey addressed the

Board explaining the importance of and in support of the Unify Solution, allowing the opportunity for PSAPs to share desired information. This is especially important in the unique situation within Sullivan County and its three PSAPS. Motion made by Jeff Cassidy, seconded by Amy Brown to contract with Central Square for installation of CAD-to-CAD Unify Solution and increase line item #4413 by \$17,000 and #4431 by \$12,000. Discussion. Roll call vote: Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.

Recess: 5 minutes.

- E. Director Musick presented a quote from Central Square in the amount of \$4,600 to provide two on-site Central Square technicians during Central Square Pro-Suite Go Live. Motion made by Darlene Calton, seconded by Jeff Cassidy to increase line item #4431 by \$4,600 and contract with Central Square for two technicians to be on-site for Pro-Suite cutover. Discussion. Roll call vote: Jim Bean-absent, Amy Brown-yes, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-absent, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-absent, Lynn Stewart-yes. Motion passed unanimously.

ITEM 7. NEW BUSINESS

- A. Director Musick advised the Board that the District will be joining The Caring Workplace Rural Opportunities Initiative, showing the District's commitment to helping current employees and their families well-being.
- B. Director Musick advised the District purchased the CTO/Trainee Program add-on to the Virtual Academy Training Program at a cost of \$250/yr. Sara Phillips went over the highlights of the Program. Discussion.

ITEM 8. BUILDING / FACILITIES REPORT

Director Musick advised the Board of the needed generator repair for a new block heater.

On November 21, Jerry Fleenor came by with Mark Winger from JA Street. He will be providing a quote to prepare the current site to build.

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

January 08, 2024 – 09:00 am.

ITEM 12. ADJOURNMENT

Motion made by Jeff Cassidy, seconded by Amy Brown to adjourn.

Approved

Darlene Calton, Secretary