

Sullivan County 911

Emergency Communications District



BOARD OF DIRECTORS MEETING MINUTES- FEBRUARY 13, 2023

ITEM 1.

The regular meeting of the Sullivan County Emergency Communications District Board of Directors was held on Monday, February 13, 2023. Lesley Musick, Executive Director, called the meeting to order at 09:00 AM.

ITEM 2.

Roll Call by Natasha Jonas. Present: Jim Bean, Amy Brown, Calvin Clifton, Jerry Fleenor, JD Gregory, and Lynn Stewart. Absent: Darlene Calton, Jeff Cassidy, Drew Deakins. Others present: Sara Phillips, Michelle Wexler, Jim Tucker, and Mark Hollomon.

ITEM 3.

Motion made by Jerry Fleenor, seconded by Calvin Clifton to excuse absent members: Darlene Calton, Jeff Cassidy, Drew Deakins. Motion passed unanimously.

ITEM 4.

Motion made by Lynn Stewart, seconded by Amy Brown to approve the minutes from the January 09, 2023, meeting. No Discussion. Motion passed unanimously.

ITEM 5. **FINANCIAL REPORTS**

Ms. Musick presented the January financial reports. Discussion. Ms. Musick updated the Board on reporting from QuickBooks. Motion made by Calvin Clifton, seconded by JD Gregory to approve the financial reports for January 2023 as presented. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-absent, Jeff Cassidy-absent, Calvin Clifton-yes, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

ITEM 6. **OLD BUSINESS**

Jerry Fleenor provided an update on the status of county owned property located at the old middle school. Nothing new to report currently. Discussion. No action needed.

ITEM 7. **NEW BUSINESS**

- A. 1. Ms. Musick request the Board to approve an update to the Check Policy (B110) to reflect the change in procedures for bill payment. The new policy was presented by Ms. Musick. Discussion. Motion made by Amy Brown, seconded by Jerry Fleenor to approve the updated Check Policy (B110) as presented. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-absent, Jeff Cassidy-absent, Calvin Clifton-yes, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

- B. Ms. Musick requested the Board to consider 3 (three) budget line-item amendments to the 2022-2023 budget. Utilities-account #4307-increased costs, Admin-Travel account-#4248-

several upcoming trips to Nashville, Training Comm/Op account-#4418-provide more training opportunities for dispatch. Discussion. Motion made by Jerry Fleenor, seconded by Jim Bean to increase line-item #4307 by \$4,000 from account #3010, increase line-item #4248 by \$3,000 from account #3020, and increase line-item #4418 by \$4,000 from account #3010 as presented. Roll call vote: Jim Bean-yes, Amy Brown-yes, Darlene Calton-absent, Jeff Cassidy-absent, Calvin Clifton-yes, Drew Deakins-absent, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

ITEM 8. DIRECTOR'S REPORT

1. National Public Safety Telecommunicators Week, April 9-15, 2023. Ms. Musick advised she would like to request the mayor to issue a Proclamation recognizing Sullivan County Dispatchers during the March Commission meeting.
2. Central Square Update – The Kick-Off call was held 1/30/2023. Infrastructure (servers) are already in place. Chris Hager is working to get our GIS information cross-referenced with the Central Square data fields for the data upload. Mark Hollomon provided a quick update from the Sheriff Department perspective.
3. Work in QuickBooks by administration continues.
4. The RFP for the dispatch console furniture is still being developed.
5. Director's Travels
 - a. 911 Directors Workshop - Director 101, Franklin, February 22. Presentations by TECB, TERT, TCRS, TN Comptroller's Office.
 - b. TECB- GIS Advisory Committee meeting, Nashville, March 1. Updating State's GIS standards.
 - c. 911 on the Hill, Nashville, March 14.
6. Tennessee Legislation Watch List (printout). Ms. Musick request the Board to read over the following bills pertaining to 911, (SB1376/HB0767), (SB1134/HB1382), (SB0664/HB0579). Discussion. SB0664/HB0579 is of special interest and Ms. Musick will get more information and advise the Board.
7. The TECB contract with Vector Solutions to provide telecommunicator training has not gone well. At the last TECB meeting, February 1st, an update was provided. Vector Solutions uploaded 94 course videos to the platform, only 9 were specific to 911 operations. The material was dated. TECB voted to terminate the contract for convenience with Vector Solutions. TECB will be exploring their options. Sara Phillips advised that she gave the dispatch list to Cpt Dooley. He is waiting to see how the TECB proceeds with the contract before adding dispatch to the Virtual Academy Sheriff Department's account.
8. The Training Needs Surveys were received from dispatch. Several personnel requested leadership and management training. Lesley Musick and Sara Phillips are discussing training opportunities.

9. Subsidy remittance was received from TECB for February, totaling \$233,855.
10. Chris Hager gave a report on the audit of 911 call routing assigned to cell tower sectors. He has submitted change requests based on the number of addresses and traffic patterns of the sectors, including over 100 sectors in Kingsport, 10 for Scott Co, VA and one or two for Washington Co, TN. Hopefully, this will cut down on the number of transfers to/from other agencies.
11. We are now using Wex for gasoline purchases instead of a credit card.
12. At the Winter Workshop last month, we attended a demonstration of Prepared software. This is an add-on to the Rapid-SOS interface and is free to PSAPs. Prepared allows dispatch to accept and view video from a 911 caller's cell phone. Dispatch would have the ability to send a text message to attempt contact with 911 hang up calls from cell phones. The software can be installed within a couple of weeks once we have policies in place and dispatch is trained. There are also paid add-ons available that may be of interest to the Sheriff's Office. We will provide more information to the Board, including a demonstration before any further action is taken.

ITEM 9. **MONTHLY STATS REPORT** included in the packet was reviewed.

ITEM 10.

Vice-Chairman Bean brought a training incentive up for consideration. Discussion. The Board directed staff to survey districts across the State for their training incentive break-down and how funding is earmarked for dispatch personnel when they don't work directly for the district. Points to consider: Certifications must be maintained and kept current. The training incentive will only be funded to Sheriff Office employees if they work in dispatch. The Board would like a briefing from the attendee highlighting the benefits of participating in the training.

ITEM 11.

Next meeting – March 13, 2023, 0900. This will include the first reading of the 2023-2024 budget.

ITEM 12.

Motion to adjourn made by Calvin Clifton and seconded by JD Gregory. Motion passed unanimously.

Approved

Darlene Calton, Secretary