

# Sullivan County 911

Emergency Communications District



## BOARD OF DIRECTORS MEETING MINUTES - MARCH 13, 2023

### ITEM 1.

The regular meeting of the Sullivan County Emergency Communications District Board of Directors was held on Monday, March 13, 2023. Lesley Musick, Executive Director, called the meeting to order at 09:05 a.m.

### ITEM 2.

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

### ITEM 3.

Motion made by Jeff Cassidy, seconded by Darlene Calton to excuse absent members: Amy Brown. Motion passed unanimously.

### ITEM 4.

Motion made by Calvin Clifton, seconded by Jim Bean to approve the minutes as submitted from the February 13, 2023, meeting. No Discussion. Motion passed unanimously.

### ITEM 5. **FINANCIAL REPORTS**

Lesley Musick presented the February financial reports. Discussion. Lesley Musick advised the Board that the subsidy was received from the State \$233,855. Lesley Musick opened a new CDars account with Citizens Bank of \$200,000 at 4.1% interest. Motion made by Jeff Cassidy, seconded by Darlene Calton to approve the financial reports for February 2023 as presented. Roll call vote: Jim Bean-yes, Amy Brown-absent, Darlene Calton-yes, Jeff Cassidy-yes, Calvin Clifton-yes, Drew Deakins-yes, Jerry Fleenor-absent (absent, late arrival), JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

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

- A. Lynn Stewart provided an update on the status of county owned property located at the old middle school. County has met with an architect and planning on moving the ball fields which will probably take up the bulk of the property. Lesley Musick advised the Board that the parking lot needs to be paved and stripped. She will get quotes for reference only. Lesley Musick advised the Board the power pole was hit last month.
- B. Lesley Musick advised the Board of the Central Square upgrade, providing the 8 (eight-week schedule for Data Conversion, and explaining the time each week that is expected of staff to dedicate to the project.

**ITEM 7. NEW BUSINESS**

- A. Lesley Musick advised the Board that she sent a request to the Mayor's office for a proclamation recognizing National Public Safety Telecommunicators Week, April 9-15. The request was forwarded to John Osborne on 2/17/23. *After the meeting Darlene Calton advised the Proclamation was put on the agenda for the 3/16/23 Commission meeting.* Lesley Musick requests the Board to approve an increase to line item #4233 by \$1,000 from excess revenue, line #3020 for recognition for National Public Safety Telecommunicators Week. Discussion. Motion made by Calvin Clifton, seconded by Darlene Calton to approve the increase to move \$1,000 from #3020 to #4233. Roll call vote: Jim Bean=yes, Amy Brown=absent, Darlene Calton=yes, Jeff Cassidy=yes, Calvin Clifton=yes, Drew Deakins=yes, Jerry Fleenor=(absent, late arrival), JD Gregory=yes, Lynn Stewart=yes. Motion passed unanimously.
- B. 1. Discussion – FCC Radio License. Jim Bean advised there are possibly 5 (five) radio licenses in Sullivan County 9-1-1's name. WPMB797-old Fire- possible backup frequency expires 05-20-2023. The owner of the property on Polly's Ridge is wanting the County to vacate the property and remove the tower. Jim Bean is going to investigate the licenses under 9-1-1's name to see what is needed and give his recommendations going forward.
2. Lesley Musick advised the Board, the Audit Proposal for Service was received for 2023-2024. The quote total is \$12,100, same as quoted 3 years ago. Motion made by Jeff Cassidy, seconded by JD Gregory to approve the Proposal for Service. Roll call vote: Jim Bean=yes, Amy Brown=absent, Darlene Calton=yes, Jeff Cassidy=yes, Calvin Clifton=yes, Drew Deakins=yes, Jerry Fleenor=(absent, late arrival), JD Gregory=yes, Lynn Stewart=yes. Motion passed unanimously.
- C. 1. Discussion of funding employee spouse/child health insurance. Numbers were presented of the quoted costs. In addition, Lesley Musick provided the insurance quote for District employees from East TN Insurance for comparison to current rates. The Board will revisit if employee has a qualifying event. No action taken.
2. Lesley Musick proposed a training incentive for Communications Center and Administrative personnel. Discussion. IT personnel to be included in the incentive. The District will pay the incentive checks directly to the communications personnel and issue a 1099 at the end of the year. The incentive will begin July 1<sup>st</sup>, 2023. Increase the line item #4418 in the 2023-24 budget to \$55,000 to include IT staff from Sheriff's Department. Motion was made by Jim Bean and seconded by Jeff Cassidy to adopt the training incentive for ECD personnel, Communications personnel, including IT personnel. Roll call vote: Jim Bean=yes, Amy Brown=absent, Darlene Calton=yes, Jeff Cassidy=yes, Calvin Clifton=yes, Drew Deakins=yes, Jerry Fleenor=yes, JD Gregory=yes, Lynn Stewart=yes. Motion passed unanimously.

First reading of the budget. Lesley Musick reviewed the proposed 2023-2024 budget and discussed any line item increases or decreases. Discussion. Board agreed to 5% wage increase for District personnel along with the Training Incentive. Jeff Cassidy made a motion and seconded by Drew Deakins to approve the budget proposal with a 5% wage increase. Roll call vote: Jim Bean=yes, Amy Brown=absent, Darlene Calton=yes, Jeff Cassidy=yes, Calvin Clifton=yes,

Drew Deakins-yes, Jerry Fleenor-yes, JD Gregory-yes, Lynn Stewart-yes. Motion passed unanimously.

ITEM 8. **DIRECTOR'S REPORT** (in the packet)

ITEM 9. **MONTHLY STATS REPORT**

Discussion about unit responses by department including actual number of units responding. In the future the Monthly Stats report will only be number of calls for each department.

ITEM 10. **COMMENTS FROM VISITORS**

ITEM 11.

Next meeting – April 10, 2023, 0900.

ITEM 12.

Motion to adjourn made at 10:56 by Jim Bean and seconded by Jerry Fleenor. Motion passed unanimously.

**Approved**

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**Darlene Calton, Secretary**