

**Lincoln County Emergency Services  
Board of Directors  
Minutes of Regular Meeting  
Thursday, November 17, 2022**

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, November 17, 2022, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Tuesday, November 15, 2022.

Chairman Mike Cherry called the meeting to order at approximately 3:00 p.m. Present were Board of Directors Mike Cherry, Steve Fair, Adam Stanek, Linda Sullivan, and Lisa Sitler. Board members Tyler Schmeig and Randy Davis were excused at this time. Chairman Cherry determined a quorum was present.

Staff present: Director James Roberts and Administrative Assistant Samantha Shelton. Attorney Justin Butler arrived later in the meeting.

Guests in Attendance: None at this time

**APPROVAL OF AGENDA**

Director James Roberts requested an amendment to the agenda adding Item 6.B. 2023 Budget Review & Approval

*Motion to approve the agenda with the amendment to add Item 6.B. 2023 Budget Review & Approval was made by Linda Sullivan and Seconded by Lisa Sitler.*

*Roll Call Vote:*

<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Tyler Schmeig</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>ABSENT</i>

AYES 4      NAYS 0      ABSENT 2

***MOTION PASSED 4 TO 0.***

**APPRVAL OF THE MINUTES**

*Motion to approve the Closed minutes from the previous regular meeting was made by Lisa Sitler and seconded by Linda Sullivan.*

*Roll Call Vote:*

<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Tyler Schmeig</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>ABSENT</i>

AYES 4      NAYS 0      ABSENT 2

***MOTION PASSED 4 TO 0.***

*Motion to approve the Open minutes from the previous regular meeting was made by Lisa Sitler and seconded by Linda Sullivan.*

*Roll Call Vote:*

<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Tyler Schmeig</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>ABSENT</i>

AYES 4      NAYS 0      ABSENT 2

***MOTION PASSED 4 TO 0.***

**REPORT OF DIRECTORS, BOARD OFFICERS, AND LEGAL COUNSEL**

**Item 5.A. Directors Report – James Roberts**

*Employee Resignation*

Director James Roberts discussed an employee’s resignation with the Board of Directors.

*New Employee*

Director James Roberts discussed the new employee and office plans/moves with the Board of Directors.

*AVL Updates*

Director James Roberts discussed the AVL updates and explained the software to the Board. Director Steve Fair discussed the Active 911 software and issues.

*Dispatcher Training*

Director James Roberts advised the Board of Directors that Lisa Goetsch has begun NIMS (National Incident Management System) training with Dispatchers. He reported that there was no cost for the training. Discussion was had at this time regarding NIMS training.

*Awards and Awards Banquet*

Director James Roberts gave updated information on the Awards Banquet. Director Lisa Sitler presented updates on the beverages and special licensing.

*Office Equipment*

Director James Roberts advised the Board of Directors of new printers and other office equipment that has been purchased for the office.

**Item 5.B. Treasurer’s Report – Adam Stanek**

*Approval of the October 2022 Financial Reports*

Director and Treasurer Adam Stanek provided the October 2022 Financial Reports to the Board via email. Discussion of Administrative Assistant Samantha Shelton taking on the task of preparing the Financial Reports along with other duties currently being done by the CPA was had.

*Motion to approve the October 2022 Financial Reports was made by Linda Sullivan and seconded by Lisa Sitler.*

*Roll Call Vote:*

<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Tyler Schmeig</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>ABSENT</i>
<b>AYES 4</b>	<b>NAYS 0</b>	<b>ABSENT 2</b>			

**MOTION PASSED 4 TO 0.**

Administrative Assistant Samantha Shelton discussed the 2020, 2021, and 2022 Financial Audits. Attorney Justin Butler gave his opinion at this time. Ms. Shelton is to gather quotes from multiple CPA’s to complete the 2020, 2021, and 2022 Audits, and provide them to the Board of Directors at the next scheduled Board Meeting.

**Item 5.C. Legal Counsel Report – Justin Butler**

Attorney Justin Butler discussed policies on new hires and training with the Board of Directors. Discussion was had at this time. The Board asked that Mr. Butler proceed with research pertaining to new hires and training.

Attorney Justin Butler discussed the progress of the RFP and RFQ for the Center of Public Safety Project. Discussion regarding the RFP and RFQ was had at this time. The Board asked that Mr. Butler provide the RFP and RFQ at the next regular Board Meeting.

Director Steve Fair discussed call issues pertaining to Strike Teams. Discussion was had at this time. Better communication solutions were discussed. The Board of Directors agreed to set up a special email for Lincoln County Dispatch to better be able to communicate with other Emergency Services.

**OLD BUSINESS**

**Item 6.A. The Center for Public Safety Updates**

Director James Roberts discussed his communications with Stockton regarding the Center for Public Safety plans. Administrative Assistant Samantha Shelton is to provide printed copies of the final project plan to the Board of Directors as soon as it is provided by Stockton.

**Item 6.B. 2023 Budget Review and Approval**

Director James Roberts presented the 2023 Budget to the Board of Directors. Mr. Roberts also provided a spreadsheet (sheet #1) of proposed pay increases for 2023. Discussion was had at this time.

*Motion to approve Sheet #1 for the 2023 proposed pay increases was made by Adam Stanek and Seconded by Steve Fair.*

*Roll Call Vote:*

<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Tyler Schmeig</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>ABSENT</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 2</i>			

**MOTION PASSED 4 TO 0.**

The approval of the 2023 Budget to be placed on the agenda for the next regular Board Meeting.

**PUBLIC COMMENT**

No one from the public was present at this time.

**APPROVAL TO PAY BILLS**

*Motion to approve to pay bills was made by Lisa Sitler and seconded by Linda Sullivan.*

*Roll Call Vote:*

<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Tyler Schmeig</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>ABSENT</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 2</i>			

**MOTION PASSED 4 TO 0.**

**NEXT SCHEDULED BOARD MEETING ANNOUNCEMENT**

Regular Meeting:	Thursday, December 15, 2022 at 15:00 (3:00pm)
	Cuivre River Electric Cooperative Building, Community Room
	1112 East Cherry Street, Troy, MO 63379

The Board of Directors requested that Administrative Assistant Samantha Shelton prepare the resolution of 2023 Meeting Dates to be approved at the next regular Board Meeting.

**ADJOURN**

*Motion to Adjourn was made by Adam Stanek and Seconded by Steve Fair.*

*Roll Call Vote:*

<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Tyler Schmeig</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>ABSENT</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 2</i>			

**MOTION PASSED 4 TO 0.**

Meeting Adjourned.

Respectfully Submitted: Samantha Shelton, Administrative Assistant

APPROVED: \_\_\_\_\_ ATTESTED: \_\_\_\_\_ DATE: \_\_\_\_\_