

**Lincoln County Emergency Services
Board of Directors
Minutes of Regular Meeting
Thursday, December 15, 2022**

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, December 15, 2022, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Wednesday, December 14, 2022.

Chairman Mike Cherry called the meeting to order at approximately 3:03 p.m. Present were Board of Directors Mike Cherry, Linda Sullivan, Steve Fair, Adam Stanek, and Randy Davis. Board member Lisa Sitler was present via phone. Board member Tyler Schmieg was excused at this time. Chairman Cherry determined a quorum was present.

Staff present: Director James Roberts, Training Manager Lisa Goetsch, Administrative Assistant Samantha Shelton, and Attorney Justin Butler.

Guests in Attendance: Deborah Czwerko

APPROVAL OF AGENDA

Motion to approve the agenda as presented was made by Steve Fair and Seconded by Linda Sullivan.

Director Randy Davis requested an amendment to the agenda to include CAD Discussion.

Motion to approve the agenda with the amendment of adding Item 6.D. CAD Discussion was made by Steve Fair and seconded by Randy Davis.

Roll Call Vote:

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

MOTION PASSED 4 TO 0.

APPRVAL OF THE MINUTES

Motion to approve the minutes from the previous regular meeting was made by Linda Sullivan and seconded by Steve Fair.

Roll Call Vote:

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

Communications Email

Director James Roberts informed the Board that the requested communication email has been set up and that everyone can now utilize accordingly.

Website Updates

Director James Roberts reported of updated that have been made to the website to include postings of the agendas and minutes from the meetings. Discussion was had at this time. Concerns of posting unapproved minutes were addressed.

Health Insurance

Director James Roberts reported an increase in health insurance costs. Mr. Roberts stated that he will bring any amendments that need to be made to the budget to the Boards attention and approval at the January Meeting. Discussion was had at this time.

Training Manual Updates

Director James Roberts reported on updates made to the training manual. The Board asked that the manual be reviewed by Attorney Justin Butler when completed and that any Standard Operating Procedures be approved by the Board. The Board then asked that a hard copy be provided at the January meeting for the Board's review.

Item 5.B. Treasurer's Report – Adam Stanek

Approval of the October 2022 Financial Reports

Director and Treasurer Adam Stanek provided the November 2022 Financial Reports to the Board via email. Director Stanek read aloud the reports

Motion to approve the November 2022 Financial Reports was made by Linda Sullivan and seconded by Randy Davis.

Roll Call Vote:

| | | | | | |
|--------------------|------------|-----------------------|---------------|-----------------------|---------------|
| <i>Steve Fair</i> | <i>AYE</i> | <i>Linda Sullivan</i> | <i>AYE</i> | <i>Tyler Schmiege</i> | <i>ABSENT</i> |
| <i>Adam Stanek</i> | <i>AYE</i> | <i>Lisa Sittler</i> | <i>ABSENT</i> | <i>Randy Davis</i> | <i>AYE</i> |

AYES 4 NAYS 0 ABSENT 2

MOTION PASSED 4 TO 0.

Item 5.C. Legal Counsel Report – Justin Butler

RFQ Draft

Attorney Justin Butler discussed the presented RFQ. Mr. Butler will make the change of including the RFP in the RFQ and provide it to the Board. Discussion was had at this time.

Motion to publish the provided RFQ and RFP for a Construction Manager for the New Building to the public was made by Randy Davis. No second at this time.

Discussion was had at this time. The Board agreed to wait to review at the January meeting and to then proceed to publish on January 20th, 2023, bids to be due, February 16th, 2023, and for a decision to be made by March 16, 2023, or that a possible Special Meeting be held.

UNFINISHED BUSINESS

Item 6.A. The Center for Public Safety Updates

Director James Roberts advised the Board of the binder of information that will be coming from Stockton in the near future. Discussion was had at this time.

Item 6.B. 2023 Budget Review and Approval

Discussion was had at this time. It was requested that in the future that the budget have codes for its line items.

Motion to approve the presented 2023 Budget was made by Steve Fair and seconded by Linda Sullivan.

Roll Call Vote:

| | | | | | |
|--------------------|------------|-----------------------|---------------|-----------------------|---------------|
| <i>Steve Fair</i> | <i>AYE</i> | <i>Linda Sullivan</i> | <i>AYE</i> | <i>Tyler Schmiege</i> | <i>ABSENT</i> |
| <i>Adam Stanek</i> | <i>AYE</i> | <i>Lisa Sittler</i> | <i>ABSENT</i> | <i>Randy Davis</i> | <i>AYE</i> |

AYES 4 NAYS 0 ABSENT 2

MOTION PASSED 4 TO 0.

Item 6.C. Audit Update

Director James Roberts and Administrative Assistant Samantha Shelton gave updates on the search for an auditor. Recommendations of Auditors to contact were given at this time. Administrative Assistant Samantha Shelton is to continue the search for an Auditor.

Item 6.D. CAD Discussion

Director Randy Davis discussed Motorola CAD. Discussion was had at this time.

Motion to approve Motorola CAD, not to exceed \$180,000.00 a year, to replace the current CAD system, was made by Randy Davis and Seconded by Steve Fair.

ALL AYES – MOTION PASSED

NEW BUSINESS

Item 7.A. Missouri’s Department of Revenue – Sales Tax Distribution Separation

Administrative Assistant Samantha Shelton explained the email request from the Missouri Department of Revenue pertaining to the Sales Tax Separation. Ms. Shelton is to comply with the request and to draft a letter to the state and provide to Attorney Justin Butler for review.

Radio discussion was had at this time. Item to be added to the January meeting agenda.

RESOLUTIONS

Item 8.A. Resolution No. 20221201: Fixing the Dates and Times for its 2023 Meetings

Motion to approve Resolution No. 20221201: Fixing the Dates and Times for its 2023 Meetings with the corrections of dates was made by Adam Stanek and seconded by Linda Sullivan.

ALL AYES – MOTION PASSED

Item 8.B. Resolution No. 20221202: Adopting a Reasonable Written Policy Regarding Missouri’s Sunshine Law

Motion to approve Resolution No. 20221202: Adopting a Reasonable Written Policy Regarding Missouri’s Sunshine Law was made by Adam Stanek and Seconded by Randy Davis.

ALL AYES – MOTION PASSED

The Board requested that discussion of an Interoperability Systems Manager to the January Meeting agenda.

PUBLIC COMMENT

Item 9.A. Deborah Czwierko – Property Questions

Ms. Deborah Czwierko advised the Board that she would like to disassemble the vinyl fence and barn at the site of the new building. Chairman Mike Cherry stated that a project manager needed to be hire prior to any demolition on the property and that she will be contacted when it comes time.

APPROVAL TO PAY BILLS

Motion to approve to pay bills was made by Steve Fair and seconded by Linda Sullivan

ALL AYES – MOTION PASSED

NEXT SCHEDULED BOARD MEETING ANNOUNCEMENT

Regular Meeting:

Thursday, January 19, 2023 at 18:00 (6:00pm)

Cuivre River Electric Cooperative Building, Community Room
1112 East Cherry Street, Troy, MO 63379

It was requested that Public Comment be moved to the top of the agenda, after the approval of the agenda and minutes, for future agendas.

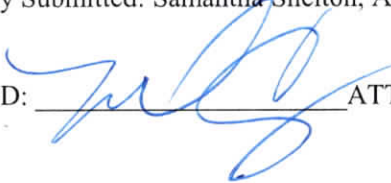
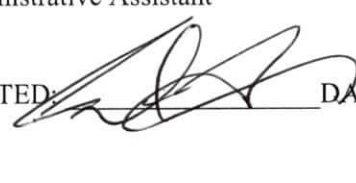
ADJOURN

Motion to Adjourn was made by Steve Fair and seconded by Linda Sullivan.

ALL AYES – MOTION PASSED

Meeting Adjourned.

Respectfully Submitted: Samantha Shelton, Administrative Assistant

APPROVED:  ATTESTED:  DATE: 02/16/2023