

**Lincoln County Emergency Services
Board of Directors
Minutes of Regular Meeting
Thursday, February 16, 2023**

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, February 16, 2023, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Tuesday, February 14, 2023.

Chairman Mike Cherry called the meeting to order at approximately 6:00 p.m. Present were Board of Directors Mike Cherry, Lisa Sitler, Linda Sullivan, Steve Fair, Tyler Schmieg, and Adam Stanek. Board member Randy Davis was excused at this time. Chairman Cherry determined a quorum was present.

Staff present: Director James Roberts (via phone), Training Manager Lisa Goetsch, Administrative Assistant Samantha Shelton, Attorney Justin Butler, Dispatcher Nicole Hanson, Dispatcher Jessica Moore, Dispatcher Tiffany Hockerson, Dispatcher Kayla Corea, and Dispatcher Mike Niederer

Guests in Attendance: Bart Berneking (Bart Berneking Design/Build, LLC)

APPROVAL OF AGENDA

Motion to approve the agenda was made by Adam Stanek and seconded by Lisa Sitler.

ALL AYES – MOTION PASSED

APPRVAL OF THE MINUTES

Board Member Steve Fair addressed grammatical errors in the minutes.

Motion to approve the minutes from the January 2023 meeting with the grammatical corrections was made by Linda Sullivan and seconded by Steve Fair.

ALL AYES – MOTION PASSED

PUBLIC COMMENT

Bart Berneking was present and discussed the RFP Packet with the Board for the New Building Project. RFP and project Q&A was done at this time.

REPORT OF DIRECTORS, BOARD OFFICERS, AND LEGAL COUNSEL

Item 6.A. Directors Report – James Roberts

Interview New Employee

Director James Roberts advised the Board that he had completed an interview for a potential Dispatcher. Mr. Roberts stated that he was prepared to make her a conditional offer with the Boards approval/support. All Board Members supported Mr. Roberts's decision to make a conditional offer for the new employee.

Missouri Ethics Commission

Director James Roberts discussed the Annual Financials that are due to the Ethics Commission for all Board Members (individually). Completion of the Financial Information is due to the Ethics Commission by May 1, 2023 by 5:00PM.

MPSCC Conference

Director James Roberts advised that he along with Training Manager Lisa Goetsch, and the Supervisors, will be attending the MPSCC Conference, March 19th through March 22nd, 2023.

Crew Recognition

Director James Roberts discussed and commended the crew that was on duty the morning of the fatal car accident, involving five (5) local teenagers/young adults. Dispatch was notified by an App called "Live 360" and the crew took the appropriate actions upon notification. Mr. Roberts stated that it was a job well done.

3rd TV in the Office

Director James Roberts reported that a 3rd TV has been added to the center that it will house the outside camera footage.

Maintenance on Computers

Director James Roberts reported that a mother board went down at the center and that Systec is doing maintenance on all of the centers computers. He advised that preventative maintenance/cleaning will be done more frequently for all computers.

Item 6.B. Treasurer’s Report – Adam Stanek

Approval of the January 2023 Financial Reports

Administrative Assistant Samantha Shelton provided the Financial Reports via email. Treasurer Adam Stanek read aloud the financials to the Board. It was requested that Administrative Assistant Samantha Shelton provide paper copies of the monthly financial reports to the Board at all future meetings.

Motion to approve the January 2023 Financial Reports was made by Lisa Sitler 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>AYE</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>ABSENT</i>

AYES 5 NAYS 0 ABSENT 1

MOTION PASSED 5 TO 0.

Item 6.C. Legal Counsel Report – Justin Butler

Attorney Justin Butler discussed his findings on the Board Receiving Health Insurance and that he doesn't see authority for it in the statutes.

Item 6.D. Board of Directors Report(s)

Steve Fair – Patterson School Road Repeaters and Towers

Board Member Steve Fair reported of damaged repeaters on Patterson School Road. Discussion on who was responsible for the damage was had at this time. Discussion of other repeater locations was had. Mr. Fair is to look into the situation further. The Board will discuss the best course of action moving forward when additional information is provided.

NEW BUSINESS

Item 7.A. Nicole Hanson – Dispatch Night Differential

Supervisor Nicole Hanson presented the Board with information pertaining to Dispatch Night Differential. Discussion was had. The Board was in support of a Night Differential and requested that a policy be prepared for review and approval at the next Board Meeting.

ITEM TABLED TO MARCH 2023 BOARD MEETING.

Item 7.B. Samantha Shelton – QuickBooks Online – Gina Bueneman-Cooper

Administrative Assistant Samantha Shelton presented the Board with information regarding QuickBooks Online and Payroll options provided by Ms. Gina Bueneman-Cooper. Ms. Shelton also provided her recommendations on which of the products she would like to see at the center. *Motion to approve to purchase QuickBooks Online – Essentials, QBO Core Payroll, and additional Personal Training, through Gina Bueneman-Cooper, was made by Linda Sullivan and seconded by Lisa Sitrler.*

Roll Call Vote:

Steve Fair	AYE	Linda Sullivan	AYE	Tyler Schmiege	AYE
Adam Stanek	AYE	Lisa Sitrler	AYE	Randy Davis	ABSENT
AYES 5	NAYS 0	ABSENT 1			

MOTION PASSED 5 TO 0.

UNFINISHED BUSINESS

Item 8.A. New Building

RFQ and RFP Special Meeting / Work Session Schedule

Discussion was had at this time.

Work Session:

Friday, March 10, 2023 at 14:00 (2:00pm)
Lincoln County Emergency Services Dispatch Center
250 West College Street, Troy, MO 63379

Item 8.B. Audit Update

Requested Documents

Administrative Assistant Samantha Shelton gave updates on the completion of the 2021 and 2022 Audits and the requested documents that she has been unable to locate. The Board advised that they were also unable to locate the missing documents. Ms. Shelton will advise the Auditor’s to proceed without the documents as necessary.

Croghan & Croghan, PC Invoice

Administrative Assistant Samantha Shelton presented the invoice that was received from Croghan & Croghan, PC, for the work done on the uncompleted 2020 Audit. Ms. Shelton and Attorney Justin Butler recommended to approve to pay the invoice.

Motion to approve to the invoice in the amount of \$4,500.00 to Croghan & Croghan, PC, was made by Linda Sullivan and seconded by Lisa Sitrler.

ALL AYES – MOTION PASSED

Item 8.C. 2023 Budget Amendments

ITEM TABLED TO THE MARCH 2023 MEETING.

Item 8.D. Health Insurance Stipend

Administrative Assistant Samantha Shelton provided a spreadsheet of 2023 Health Insurance cost per employee including the current stipend compared to actual cost with increased stipends. The Board requested that additional information be provided on the spreadsheet to be discussed at the next meeting.

ITEM TABLED TO THE MARCH 2023 MEETING.

Item 8.E. Interoperability System Manager Position

Job Description

After review of the Job Description, Chairman Mike Cherry stated that it “missed the mark” for what he was looking for. Mr. Cherry will amend and present at the next board meeting.

ITEM TABLED TO THE MARCH 2023 MEETING.

Director James Roberts discussed Motorola CAD and their 24 Hour IT Services that will be provided by the company.

APPROVAL TO PAY BILLS

Discussion was had at this time.

NEXT SCHEDULED BOARD MEETING ANNOUNCEMENT

Work Session: Friday, March 10, 2023 at 14:00 (2:00pm)
Lincoln County Emergency Services Dispatch Center
250 West College Street, Troy, MO 63379

Regular Meeting: Thursday, March 16, 2023 at 18:00 (6:00pm)
Cuivre River Electric Cooperative Building, Community Room
1112 East Cherry Street, Troy, MO 63379

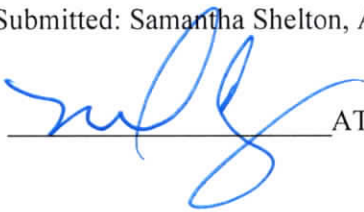
ADJOURN

Motion to Adjourn was made by Lisa Sitler and seconded by Linda Sullivan.

ALL AYES – MOTION PASSED

Meeting Adjourned.

Respectfully Submitted: Samantha Shelton, Administrative Assistant

APPROVED:  ATTESTED:  DATE: 03/23/2023