

**Lincoln County Emergency Services
Board of Directors
Minutes of Regular Meeting
Thursday, January 19, 2023**

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, January 19, 2023, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Wednesday, January 18, 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 Randy Davis. Board member Adam Stanek 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, Dispatcher Nicole Hanson, Dispatcher Anna Burkemper and Attorney Justin Butler.

Guests in Attendance: Gary Fournety and Brian Hilke (VISTA Law Enforcement Training& Consulting).

APPROVAL OF AGENDA

Administrative Assistant recommended amending the agenda to move Item 8.A. VISTA Training below Item 5.A. Public Comment.

Motion to amend the agenda with the amendment of moving Item 8.A. VISTA Training below Item 5.

Public Comment was made by Randy Davis and seconded by Lisa Sitler.

ALL AYES – MOTION PASSED

Motion to approve the agenda with the amendment of moving Item 8.A. VISTA Training below Item 5.

Public Comment was made by Randy Davis and seconded by Lisa Sitler.

ALL AYES – MOTION PASSED

APPRVAL OF THE MINUTES

Board Member Tyler Schmieg stated that his name was spelt wrong in the minutes.

Motion to approve the minutes from the December 2022 meeting with the correction of Board Member Tyler Schmieg's name 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>AYE</i>
<i>Adam Stanek</i>	<i>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>

AYES 5 NAYS 0 ABSENT 1

MOTION PASSED 5 TO 0.

PUBLIC COMMENT

No one from the public had anything to discuss at this time.

NEW BUISNESS

Item 8.A. VISTA Training

Gary Fournety and Brian Hilke were present on behalf of VISTA Law Enforcement Training & Consulting. Mr. Hilke began the presentation and explained who/what VISTA Training was, what they could provide to the center, and what their plans were to incorporate the training needs of the center. Handouts were provided to the Board Members. Discussion as well as Q&A was had at this time.

REPORT OF DIRECTORS, BOARD OFFICERS, AND LEGAL COUNSEL

Item 6.A. Directors Report – James Roberts

Health Insurance Updates

Director James Roberts discussed the increase in Health Insurance rates. Chairman Mike Cherry recommended increasing the stipend to offset the additional balances.

Item to be added to the February Agenda for discussion.

Training Manual Updates

Director James Roberts discussed the always changing Training Manual and the recent updates. Mr. Roberts stated that Training Manager Lisa Goetsch is always working on adding new training procedures.

Budget Codes and Amendments

Director James Roberts reported that the Codes have been added to the Budget as per the Boards request. Mr. Roberts provided and amended budget to the Board and list of amendments. Discussion of comp hours and 12.0 hour paid shifts for dispatchers was had at this time.

Motion to approve to pay dispatchers for 12.0 hours a day with or without taking a lunch, to begin on February 1, 2023, was made by Steven 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>AYE</i>
<i>Adam Stanek</i>	<i>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 5	NAYS 0	ABSENT 1			

MOTION PASSED 5 TO 0.

Motion to amend the 2023 Budget to include the four (4) item adjustments that were presented by Mr. Roberts was made by Steve Fair and seconded by Lisa Sitler.

Discussion was had at this time.

Roll Call Vote:

<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Tyler Schmiege</i>	<i>AYE</i>
<i>Adam Stanek</i>	<i>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 5	NAYS 0	ABSENT 1			

MOTION PASSED 5 TO 0.

Anna Burkemper - Award

Director James Roberts informed the Board that Dispatcher Anna Burkemper was present the Life Saver Award at the Lincoln County Ambulance District (LCAD) Board Meeting.

Yearly Numbers

Director James Roberts reported 61,892 calls for 2022. The total number of calls included 49,084 calls for Police, 4,175 calls for Fire, and 8,633 calls for Medical.

Paid Lunches / 12 Hours Shift

Item was discussed under Item 6.A.3. Budget Codes and Amendments.

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

Approval of the December 2022 Financial Reports

Board Member Adam Stanek was excused at this time. Mr. Stanek provided the Financial Statements via email. As per Mr. Stanek’s request, Administrative Assistant provided paper copies of the financial statements to the Board.

Motion to approve the December 2022 Financial Reports 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 Schmiege</i>	<i>AYE</i>
<i>Adam Stanek</i>	<i>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 5	NAYS 0	ABSENT 1			

MOTION PASSED 5 TO 0.

Item 6.C. Legal Counsel Report – Justin Butler
Attorney Justin Butler has nothing to report at this time.

UNFINISHED BUSINESS

Item 7.A. New Building

The Center for Public Safety Updates

Director James Roberts provided the booklet of information that Stockton with the Center for Public Safety composed for the New Building Project.

RFQ and RFP Drafts

Attorney Justin Butler provided the RFQ and RFP Draft to the Board. Dates were discussed. Proposals due by February 28, 2023. A Special Meeting/ Work Session will be set at the February Board Meeting for bid opening. Selection will take place at the March 16, 2023, Board Meeting and will be announced the following day.

It was agreed to approve the RFQ and RFP Draft presented by Attorney Justin Butler, with the addition of dates previously discussed, and striking Item D. Administrative Assistant Samantha Shelton is to post the Request for Proposals in FW Dodge, The Lincoln County Journal, and Lincoln County Emergency Services Website. Paper copies to be available at the Dispatch Center.

Item 7.B. Audit Update

Administrative Assistant Samantha Shelton gave updates on the search for an auditor. Ms. Shelton provided a proposal from Fick, Eggemeyer & Williamson CPAs. Discussion was had at this time.

Discussion of Board Member's being bonded was had at this time.

Motion to approve to have Fick, Eggemeyer & Williamson, CPAs, complete the 2021 and 2022 audits in the amount of \$8,500.00 per audit year, 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 Schmiege</i>	<i>AYE</i>
<i>Adam Stanek</i>	<i>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 5	NAYS 0	ABSENT 1			

MOTION PASSED 5 TO 0.

Discussion on amending the Budget to include the Audit Expense was had at this time. Updated Budget to be approved at the February Board Meeting.

Discussion of and Emergency Fund was had at this time.

NEW BUSINESS

Item 8.A. VISTA Training

Item 8.A. VISTA Training was amended to be moved after Item 5.A. Public Comment. Nothing was discussed at this time.

Item 8.B. Account Signers

As per the request of Accountant Sarah Burkemper, Administrative Assistant Samantha Shelton requested that Ms. Burkemper be removed from the Bank Accounts as a signer. Ms. Shelton also requested that Executive Director James Roberts be added on the Bank accounts as a signer. Discussion was had at this time.

Motion to remove Accountant Sarah Burkemper as a signer on all Bank Accounts and to add Executive Director James Roberts as a signer on all Bank Accounts was made by Linda Sullivan and seconded by Lisa Sitrler.

Roll Call Vote:

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

MOTION PASSED 5 TO 0.

Motion to remove any former employee, including but not limited to Michael "Mike" Pirtle, from all Lincoln County Emergency Services (Dispatch 911) accounts of any kind, was made by Steve Fair and seconded by Linda Sullivan.

ALL AYES – MOTION PASSED

Item 8.C. Credit Card Account Application & Opening

Executive Director James Roberts explained the application and opening of a Credit Card Account.

Motion to authorize the application and opening of a Credit Card Account and to issue credit cards to Executive Director James Roberts, Training Manager Lisa Goetsch, and Administrative Assistant Samantha Shelton, was made by Randy Davis and seconded by Linda Sullivan.

Roll Call Vote:

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

MOTION PASSED 5 TO 0.

Item 8.D. Radio System

Executive Director James Roberts advised the Board of his plan to hold a Radio Communication Meeting.

Item 8.E. Attendance & Tardy Policy

Training Manager Lisa Goetsch provided the Updated Attendance & Tardy Policy to the Board for Review. Ms. Goetsch explained the updates.

Item 8.F. Revised Leave Policy

Training Manager Lisa Goetsch provided the Revised Leave Policy to the Board for Review. Ms. Goetsch explained the revisions.

Item 8.G. Interoperability Systems Manager Position

Chairman Mike Cherry began the discussion of looking for an Interoperability Systems Manager for the Center. Mr. Cherry stated that he would like to put the Assistant Directors Salary towards the Interoperability Systems Manager position. Discussion was had at this time.

Board Member Randy Davis left the room at this time.

Discussion of possibly reaching out to Systec to contract for the position was had. A job description for the position is to be prepared and presented to the Board at the February Board meeting.

Motion to approve to hire an Interoperability Systems Manager was mad by Tyler Schmieg and seconded by Lisa Sitrler.

ALL AYES – MOTION PASSED

Board Member Tyler Schmieg left the meeting at this time.

Board Member Randy Davis returned to the room at this time.

Board Member Steve Fair discussed New Building Project Funding. Discussion was had.

Discussion of the Center's towers and ownership was had at this time.

APPROVAL TO PAY BILLS

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

ALL AYES – MOTION PASSED

Linda Sullivan inquired about phone lines being down at Dispatch. Executive Director James Roberts explained the issue.

NEXT SCHEDULED BOARD MEETING ANNOUNCEMENT

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

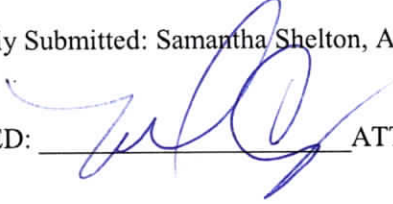

ADJOURN

Motion to Adjourn was made by Lisa Sitler and seconded by Randy Davis.

ALL AYES – MOTION PASSED

Meeting Adjourned.

Respectfully Submitted: Samantha Shelton, Administrative Assistant

APPROVED:  ATTESTED:  DATE: 2/16/2023