

**Lincoln County Emergency Services
Board of Directors
Minutes of Regular Meeting
Thursday, December 21, 2023**

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, December 21, 2023, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Tuesday, December 20, 2023.

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

Staff present: Executive Director James Roberts, Administrative Assistant Samantha Shelton, Attorney Justin Butler, Training Manager Lisa Goetsch, Interoperability Manager James Johnson, Supervisor Tiffany Hockerson, and Supervisor Nicole Hanson.

Guests in Attendance: David Reagan (Local 42), Quentin Laws (Lincoln County Emergency Management), Robert Shramek (Lincoln County Fire Protection District #2), and Mark Seigler.

APPROVAL OF AGENDA

Administrative Assistant Samantha Shelton addressed the additions to the agenda of Item 6.A. 2024 Budget Review – Sarah Burkemper and Item 10.A.1. Payroll Direct Deposit Error Reimbursements.

Motion to approve the agenda with the additions of Item 6.A. 2024 Budget Review – Sarah Burkemper and Item 10.A.1. Payroll Direct Deposit Error Reimbursements was made by Linda Sullivan and seconded by Lisa Sitler.

ALL AYES – MOTION PASSED

APPROVAL OF THE MINUTES

Motion to approve the minutes from the November 16, 2023, Regular Meeting was made by Linda Sullivan and seconded by Lisa Sitler.

ALL AYES – MOTION PASSED

PUBLIC COMMENT

No public comment was made at this time.

UNFINISHED BUSINESS

Item 6.A. 2024 Budget Review – Sarah Burkemper

Administrative Assistant Samantha Shelton invited Ms. Sarah Burkemper, CPA (Lincoln County Emergency Service’s Financial Advisor) to provide her professional opinion on the 2024 Budget Proposal. She addressed her concerns with the transition in cash flow in upcoming years. Her main focuses were the bank requirements for the lease purchase agreement, the best practices of cash flow, having 1.25% cash flow as a reasonable cushion, and having \$2 Million in reserves for 6 months of operating expenses.

NEW BUILDING PROJECT

Item 7.A. Year-to-date Project Expense Report

As per the request of the Board, Administrative Assistant Samantha Shelton provided a monthly report that included the year to date expenditures for the New Building Project.

Item 7.B. Lease Agreement Closing with PB&T

Resolution No. 23-06: Repealing Resolution No. 23-04 and Authorizing LCES to Enter into a Lease Purchase Agreement with PB&T

Administrative Assistant Samantha Shelton explained the resolution to the Board. Ms. Shelton read Resolution No. 23-06 twice aloud.

Motion to approve Resolution No. 23-06: Repealing Resolution No. 23-04 and Authorizing LCES to Enter into a Lease Purchase Agreement with PB&T was made by Adam Stanek and seconded by Linda Sullivan.

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>
<i>AYES 5</i>	<i>NAYS 0</i>	<i>ABSENT 1</i>			

MOTION PASSED 5 TO 0.

Item 7.C. Navigate Building Solutions

Draft RFQ for Emergency Communications Consultant

Director James Roberts explained Navigates Draft RFQ for an Emergency Communications Consultant. Discussion was had.

Director Randy Davis arrived at this time.

The Board spoke to Attorney Justin Butler about concerns of Board interactions with contractors/vendors who would like to submit an RFQ. It was stated that Board members should not discuss the RFQ for an Emergency Communications Consultant with any contractors/vendor. Discussion continued regarding the RFQ.

Motion to approve the Draft RFQ for Emergency Communications Consultant with the amendment to section 3 to state "while acting on behalf of the Lincoln County Emergency Services Board" was made by Randy Davis 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>AYE</i>
<i>AYES 6</i>	<i>NAYS 0</i>	<i>ABSENT 0</i>			

MOTION PASSED 6 TO 0.

Item 7.D. JEMA Amendment 1

Director James Roberts explained the Amendment 1, the second part of JEMA's contact to continue design services for the building project. Discussion was had.

Motion to approve Amendment 1 to JEMA's contract was made by Adam Stanek and seconded by Lisa Sitler.

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>AYE</i>
<i>AYES 6</i>	<i>NAYS 0</i>	<i>ABSENT 0</i>			

MOTION PASSED 6 TO 0.

Item 7.E. JEMA November 2023 Invoice No. 23-1729.005: \$174,359.11

Director James Roberts explained Invoice No. 23-1729.005 in the amount of \$174,359.11.

Discussion was had.

Motion to approve to pay Invoice no. 23-1729.005 in the amount of \$174,359.11 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 Schmiege</i>	<i>AYE</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 6	NAYS 0	ABSENT 0			

MOTION PASSED 6 TO 0.

Discussion of Invoice no. 23-1729.005 continued.

Item 6.D. Demolition of Barn

Director James Roberts provided an update that the demolition of the barn was complete and complemented the work done by Mick Mehler and Sons. Discussion was had. Linda Sullivan requested permission to use photos of the old barn for the Historical Society note card project.

Motion to give the Historical Society permission to use photos of the old barn 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>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 6	NAYS 0	ABSENT 0			

MOTION PASSED 6 TO 0.

Director James Roberts provided Navigates progress report. Discussion was had. Director Randy Davis questioned the County’s rent for the space in the new building. A formal conversation has not been had regarding rent for the space in the new building.

NEW BUSINESS

Item 8.A. RHSOC FY2023 Subaward Agreement

Administrative Assistant Samantha Shelton explained the RHSOC FY2023 Subaward Agreement.

Motion to authorize Mike Cherry to sign the RHSOC FY2023 Subaward Agreement was made by Steve Fair and seconded by Adam Stanek.

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>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 6	NAYS 0	ABSENT 0			

MOTION PASSED 6 TO 0.

Item 8.B. 2024 Budget Review Cont./Approval

Upon the request of Chairman Mike Cherry, Administrative Assistant Samantha Shelton presented the Budget Narrative. Director Steve Fair discussed the addition of a vehicle to the 2024 Budget. Executive Director James Roberts advised that the addition of a vehicle was not added to the budget due to not being given a price range from the Board. Mr. Roberts recommended that Interoperability Manager James Johnson utilize the current vehicle as much as he can. Mr. Johnson requested a pick-up truck large enough to be able to pull the Mobile Dispatch Unit as well as for his day to day duties. Discussion was had.

Administrative Assistant Samantha Shelton explained the reason for budget changes that was provided to the Board. Discussion was had regarding payroll and wages. Chairman Mike Cherry presented a spreadsheet allowing for a \$3.00 per hour raise across the board to better compete with other agencies rates. Discussion continued regarding payroll, wages, and benefits.

Motion to approve the budget for 2024 as presented was made by Randy Davis and seconded by Steve Fair.

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>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 6	NAYS 0	ABSENT 0			

MOTION PASSED 6 TO 0

Administrative Assistant Samantha Shelton is to place ‘Payroll Increases’ and ‘2024 Budget Amendment(s)’ on the January 2024 agenda.

Discussion of merit and cola raises was had.

Item 8.C. Resolution No. 23-05: 2024 Board Meeting Dates

Administrative Assistant Samantha Shelton read Resolution No. 23-05 twice aloud and explained the resolution.

Motion to adopt Resolution No. 23-05: 2024 Board Meeting Dates was made by Steve Fair and seconded by seconded by Lisa Sitler.

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>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 6	NAYS 0	ABSENT 0			

MOTION PASSED 6 TO 0

REPORT OF DIRECTORS, BOARD OFFICERS, AND LEGAL COUNSEL

Item 9.A. Directors Report – James Roberts

Payroll Direct Deposit Error Reimbursements

Executive Director James Roberts explained the event that occurred on Friday, December 8, 2023, pertaining to a payroll direct deposit error. Mr. Roberts explained that due to the error, one employee received bank charges from their bank in order to direct deposit their funds into their account that same day. Mr. Robert requested approval to reimburse the employee for those fees.

Motion to approve to reimburse Dylan Heil in the amount of \$105.88 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 Schmiege</i>	<i>AYE</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 6	NAYS 0	ABSENT 0			

MOTION PASSED 6 TO 0

Executive Director James Roberts discussed the completed Geoconnex training, employee reviews, and the 7100 group meeting with the heads of departments. Discussion was had regarding the 7100 group. Mr. Roberts then reminded the Board of the upcoming Awards Banquet and provided his strategic plan for 2024.

Item 9.B. Interoperability Systems Manager Report – James Johnson
Radio Systems Project

Interoperability Systems Manager James Johnson provided a report on what he has been working on as well as updates on the Radio Systems Project. Discussion was had regarding the Motorola Radios purchase and the concerns of unneeded items on the quote.

Director Linda Sullivan left the meeting at this time.

Discussion regarding the Motorola Radios purchase and the concerns of unneeded items on the quote was continued. It was requested that Attorney Justin Butler review the quote and be involved in the matter. Discussion of towers was had.

Item 9.C. Treasurer’s Report – Adam Stanek

Approval of the November 2023 Financial Reports

Director Adam Stanek presented the Financial Reports provided by Administrative Assistant Samantha Shelton.

Motion to approve the November 2023 Financial Reports was made by Lisa Sitler and seconded by Tyler Schmieg.

ALL AYES – MOTION PASSED

Item 9.D. Legal Counsel Report – Justin Butler

Attorney Justin Butler stated that the lease agreement for equipment had been drafted and sent and that the he was still working on the agency agreement.

Item 9.E. Board of Director(s) Reports

The Board of Directors had nothing to report at this time.

Motion to close open session and open closed session was made by Adam Stanek and seconded by Steve Fair.

Roll Call Vote:

Steve Fair AYE Linda Sullivan ABSENT Tyler Schmieg AYE

Adam Stanek AYE Lisa Sitler AYE Randy Davis AYE

AYES 5 NAYS 0 ABSENT 1

MOTION PASSED 5 TO 0

CLOSED SESSION

Item 9.A. Closed Session

Notice was given that the meeting or portion thereof will be closed pursuant to section 610.021 under the following specific exception: 610.021.01 Legal Actions, causes of action of litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Motion to close closed session and open open session was made by Tyler Schmieg and seconded by Lisa Sitler.

Roll Call Vote:

Steve Fair AYE Linda Sullivan ABSENT Tyler Schmieg AYE

Adam Stanek AYE Lisa Sitler AYE Randy Davis AYE

AYES 5 NAYS 0 ABSENT 1

MOTION PASSED 5 TO 0

Chairman Mike Cherry advised that employee concerns will be addressed at the January Meeting and that goals, expectations, and clarification, will be provided to Executive Director James Roberts.

NEXT SCHEDULED BOARD MEETING ANNOUNCEMENT

Regular Meeting: Thursday, January 18, 2024 at 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 Adam Stanek.

Meeting Adjourned.

Respectfully Submitted: Samantha Shelton, Administrative Assistant

APPROVED: 

ATTESTED: 

DATE: 1/18/2024