

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

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, October 19, 2023, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Wednesday, October 18, 2023.

Chairman Mike Cherry called the meeting to order at approximately 6:00 p.m. Present were Board of Directors Mike Cherry, Linda Sullivan, Steve Fair, and Lisa Sitler. Adam Stanek and Tyler Schmiege were excused/absent at this time. Randy Davis was contacted and stated that he would be arriving late. Chairman Cherry determined a quorum was not present and that the Board would wait Randy Davis' arrival to begin the meeting.

Navigate and JEMA presented their power-point on the New Building floor plans and exterior plans. Randy Davis arrived during the presentation.

Chairman Mike Cherry called the meeting to order at approximately 6:35 p.m. Present were Board of Directors Mike Cherry, Linda Sullivan, Steve Fair, Lisa Sitler and Randy Davis. Adam Stanek and Tyler Schmiege were excused/absent at this time. Chairman Cherry determined a quorum was present.

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

Guests in Attendance: Ray Hutsel (Navigate Building Solutions), Michael Barkoviak (JEMA), David Reagan (Local 42), Michael Chasteen (Lincoln County Sheriff's Office), and Quentin Laws (Lincoln County Emergency Management).

APPROVAL OF AGENDA

*Motion to approve the agenda was made by Lisa Sitler and seconded by Linda Sullivan.
ALL AYES – MOTION PASSED*

APPROVAL OF THE MINUTES

*Motion to approve the amended minutes from the August 17, 2023 Regular Meeting was made by Linda Sullivan and seconded by Lisa Sitler.
ALL AYES – MOTION PASSED*

*Motion to approve the open and closed minutes from the September 21, 2023, Regular Meeting was made by Linda Sullivan and seconded by Randy Davis.
ALL AYES – MOTION PASSED*

PUBLIC COMMENT

No public comment was made at this time.

NEW BUILDING PROJECT

Item 6.A. Monthly 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 6.B. Navigate Building Solutions

Navigate and JEMA gave their presentation before the meeting.

Item 6.C. Approval of the Proposed Building Designs

Motion to approve the presented building designs and to proceed with the project 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 Schmieg</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 2</i>			

MOTION PASSED 4 TO 0.

Item 6.D. JEMA September 2023 Invoice No. 23-1729.003: \$13,075.74

Motion to approve to pay Invoice no. 23-1729.003 in the amount of \$13,075.74 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 Schmieg</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 2</i>			

MOTION PASSED 4 TO 0.

Item 6.E. Demolition/Sale of Barn

Administrative Assistant Samantha Shelton made contact with three (3) companies for the demolition and removal of the barn. All three (3) stated they had interest in submitting quotes. The board reviewed the two (2) quotes that were received:

CANNON EXCAVATION CO., LLC
\$10,220.00

MICK MEHLER AND SONS, INC.
\$8,230.00

Discussion was had.

Motion to move forward with Mick Mehler and Sons, Inc. for the demolition and removal of the barn 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 Schmieg</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
<i>AYES 4</i>	<i>NAYS 0</i>	<i>ABSENT 2</i>			

MOTION PASSED 4 TO 0.

NEW BUSINESS

Item 7.A. Notary Public Services

Administrative Assistant Samantha Shelton advised that her notary public services would be expiring in November of 2023, Ms. Shelton asked the Board if they were interested in covering the cost of her renewal to obtain her services for the entity. Ms. Shelton provided the cost breakdown for her renewal.

Motion to approve to cover the cost of Samantha Shelton’s Notary Public Renewal as presented was made by Lisa Sitler and seconded by Linda Sullivan.

ALL AYES – MOTION PASSED

Linda Sullivan advised the board that she received a call from a realtor who’s client was interested in purchasing an acre (+) and requested that she bring it to the board. The Board agreed that the building plans didn’t warrant for any sale of land.

REPORT OF DIRECTORS, BOARD OFFICERS, AND LEGAL COUNSEL

Item 8.A. Directors Report – James Roberts

New employee updates

Executive Director James Roberts provided updates on the new employee’s progress.

ISO Reporting

Executive Director James Roberts provided updates on the completion on the ISO Reporting. He stated that the reports have been submitted and the contact information has been updated.

Trunk or Treat Event

Executive Director James Roberts stated that the Annual Trunk of Treat event would be taking place at the Justice Center on Saturday, October 28th, at 4:00PM.

Geoconnex Training

Executive Director James Roberts provided a quote from Geoconnex for six (2) days of training for seven (7) dispatchers in the amount of \$8,400.00.

Motion to approve the Geoconnex training 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 Schmieg</i>	<i>ABSENT</i>
<i>Adam Stanek</i>	<i>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 4	NAYS 0	ABSENT 2			

MOTION PASSED 4 TO 0.

Motorola Radios

Executive Director James Roberts reported that the Motorola radio inventory is coming in on time as projected. He stated that he would be setting up a meeting with everyone for further discussion on radios and channels/frequencies. Discussion was had.

April 2024 Municipal Election

Executive Director James Roberts reminded the Board of the April 2024 Election, the dates for Candidate Filing, and those whose terms were up.

Item 8.B. Interoperability Systems Manager Report – James Johnson

Radio Systems Project

Interoperability Systems Manager James Johnson reported on the number of radios that were in the county and how many were needed. He also reported on the locations and ownership of towers. Discussion of programming planning was had. Mr. Johnson discussed possibly purchasing or leasing land to put up additional towers. Discussion of frequency plans was had.

Item 8.C. Treasurer’s Report – Adam Stanek

Approval of the September 2023 Financial Reports

Administrative Assistant Samantha Shelton provided the Financial Reports via email as well as paper copies.

Motion to approve the September 2023 Financial Reports was made by Linda Sullivan and seconded by Lisa Sitrler.

ALL AYES – MOTION PASSED

Item 8.D. Legal Counsel Report – Justin Butler

Attorney Justin Butler advised that he was working on the radio systems project action plan and user agreement between agencies. Chairman Mike Cherry requested that Mr. Butler also work on a site access agreement.

Item 8.E. Board of Director(s) Reports

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

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.

The Board did not enter into closed session at this time

NEXT SCHEDULED BOARD MEETING ANNOUNCEMENT

Regular Meeting: Thursday, November 16, 2023 at 3:00pm
Cuivre River Electric Cooperative Building, Community Room
1112 East Cherry Street, Troy, MO 63379

ADJOURN

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

ALL AYES – MOTION PASSED

Meeting Adjourned.

Respectfully Submitted: Samantha Shelton, Administrative Assistant

APPROVED: _____ ATTESTED: _____ DATE: _____