

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

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, November 16, 2023, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Tuesday, November 14, 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, Randy Davis, and Adam Stanek. Tyler Schmieg was 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: David Reagan (Local 42) and Quentin Laws (Lincoln County Emergency Management).

APPROVAL OF AGENDA

Motion to approve the agenda 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 October 19, 2023, Regular Meeting was made by Lisa Sitler and seconded by Linda Sullivan.

ALL AYES – MOTION PASSED

PUBLIC COMMENT

No public comment was made at this time.

NEW BUILDING PROJECT

Item 6.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 6.B. Navigate Building Solutions

Director James Roberts provided updates from Navigate on the progress of the New Building Project. Mr. Roberts stated that the project was moving along as planned. Discussion of the schematic phase was had.

Item 6.C. JEMA October 2023 Invoice No. 23-1729.004: \$13,131.71

Motion to approve to pay Invoice no. 23-1729.004 in the amount of \$13,131.71 was made by Randy Davis and seconded by Lisa Sitler.

ALL AYES – MOTION PASSED

Item 6.D. Demolition of Barn

Director James Roberts provided an update of the demolition of the barn as well as his communications with Mick Mehler and Sons. Discussion of keeping the vinyl fencing was had. It was agreed not to keep it.

NEW BUSINESS

Item 7.A. 2024 Budget Review

Director James Roberts presented the proposed 2024 Budget for review. Discussion was had. Administrative Assistant Samantha Shelton went over the 2024 outlook on the Money Market account and recommended that the Board consult with their accountant prior to any additional purchases outside of the budget. The Board requested to be provided the 2020 to current profit and loss reports, the 2023 Budget, a wage report of how the 2024 wages were calculated, and the updated health insurance data, once completed. Director Steve Fair requested to include the purchase of a company vehicle for Interoperability Systems Manager Jimmy Johnson in the 2024 Budget.

Director Lisa Sitler left the meeting at this time.

REPORT OF DIRECTORS, BOARD OFFICERS, AND LEGAL COUNSEL

Item 8.A. Directors Report – James Roberts

Geoconnex Training

Executive Director James Roberts provided updates on the Geoconnex Training. He stated that training was set to begin the first week of December.

Director Adam Stanek left the meeting at this time.

Towers

Executive Director James Roberts provided updates on the towers and his communication with the County Commissioners regarding the transfer of the towers. He stated that the County Commissioners agreed to transfer the existing towers and equipment (not including the land) to Lincoln County Emergency Services.

2023 Awards Banquet

Executive Director James Roberts announced that the 2023 Awards Banquet would be held on Friday, December 22, 2023.

Director Lisa Sitler came back to the meeting at this time.

Director Steve Fair inquired about the interoperability grant. Executive Director James Roberts provided an update on the grant and stated that Lincoln County Emergency Services does not qualify to apply for the grant. Administrative Assistant Samantha Shelton is to provide the grant workshop PowerPoint to the Board. Director Mike Cherry stated that we needed to let the other agencies know about the grant. Mr. Cherry also provided an additional grant opportunity to look into.

Director Adam Stanek came back to the meeting at this time.

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

Radio Systems Project

Interoperability Systems Manager James Johnson reported that the MOSWIN talk groups was active and provided an update on the towers, needs and repairs. Mr. Johnson provided heat map information to the Board. Discussion of user agreements was had. Discussion of the system setup and channels was had.

Director Adam Stanek left the meeting during the Radio Systems Report.

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

Approval of the October 2023 Financial Reports

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

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

ALL AYES – MOTION PASSED

Item 8.D. Legal Counsel Report – Justin Butler

Attorney Justin Butler advised that he was working on the long term lease with the county as well as the radio systems project action plan and user agreement between agencies. Mr. Butler also advised the Board of the Bankruptcy Notice that was received for a company that once provided services for the county. He stated that he didn’t see a reason to pursue it and advised that Administrative Assistant file it for record retention.

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

Director Randy Davis inquired about a cleaning services at the center. Discussion was had. Mr. Davis also inquired about the needs of Executive Director James Roberts and Interoperability Manager James Johnson. Computer issues were discussed.

Director Mike Cherry addressed his concerns with the invoice from Motorola. Discussion was had. Executive Director James Roberts is to contact Motorola to address the invoice concerns.

Concerns that the Fire Department’s AVL software would not work with the new Motorola CAD (not to be confused with the Motorola Radios) was addressed. Chairman Mike Cherry requested to pause on the purchase of the new Motorola CAD. It was stated that the Board had already approved to proceed with the purchase and installation of the Motorola CAD and that a contract was signed. It was stated that the Motorola CAD was used in other dispatch agencies that also utilized AVL. It was requested to make sure that the Motorola CAD would indeed work with AVL. Chairman Cherry requested receiving the dispatchers input moving forward with the Motorola CAD.

Discussion of the Fire Station Alerting that was installed at Dispatch was had. The invoice for the installation was paid. However, it was stated that the system is not currently operational until A&W completes the installation for Lincoln County Fire and Lincoln County Ambulance District’s.

Chairman Mike Cherry requested an update on the email sent from the Sheriff’s Office. Director James Roberts stated that the issue has been addressed. Discussion was had.

Chairman Mike Cherry requested that Director James Roberts provide a 2024 Goals/Strategic Plan.

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, December 21, 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.

Meeting Adjourned.

Respectfully Submitted: Samantha Shelton, Administrative Assistant

APPROVED: _____ ATTESTED: _____ DATE: _____