

**Lincoln County Emergency Services
Board of Directors
Minutes of Regular Meeting
Thursday, January 18, 2024**

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, January 18, 2024, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Tuesday, January 16, 2024.

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, Lisa Sitler, Tyler Schmieg, and Randy Davis. Adam Stanek was excused 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, Interoperability Manager James Johnson, Supervisor Tiffany Hockerson, Supervisor Nicole Hanson, Dispatcher Jessica Moore.

Guests in Attendance: David Reagan (Local 42), Quentin Laws (Lincoln County Emergency Management), and Mark Seigler.

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 open and closed minutes from the December 21, 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. 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. Ms. Shelton advised that the New Building Project transactions have been recorded under assets in QuickBooks.

Item 6.B. Lease Agreement Closing with PB&T

Administrative Assistant Samantha Shelton advised that the Lease Agreement closing with PB&T had taken place and that the first payment on the Lease Agreement was scheduled for February 1, 2024.

Item 6.C. PB&T New Account Proposal

Suzette Morris with People’s Bank & Trust (PB&T) provided packets of information to the Board and gave a presentation on depository account services as well as additional services that PB&T could provide to Lincoln County Emergency Services. Discussion was had at this time.

Item 6.D. Navigate Building Solutions

Director James Roberts explained Navigates Draft RFQ for an Emergency Communications Consultant. Discussion was had. Mr. Roberts also reported on the completion of the schematic design estimate and provided updates in the progress of the project.

Item 6.E. JEMA December 2023 Invoice No. 23-1729.006: \$15,738.56

Administrative Assistant Samantha Shelton provided Invoice No. 23-1729.006 in the amount of \$15,738.56 for review. Discussion was had.

Motion to approve to pay Invoice no. 23-1729.006 in the amount of \$15,738.56 was made by Randy Davis and seconded by Lisa Sitler.

ALL AYES – MOTION PASSED

UNFINISHED BUSINESS

Item 7.A. 2024 Budget

Payroll Increases

Discussion was had pertaining to payroll increases for dispatchers for a more competitive salary. Administrative Assistant Samantha Shelton advised the board to look at future numbers when considering the increase. Ms. Shelton provided the estimated net income for 2025, with keeping the budget numbers the same as approved for 2024, changing only the increase in the lease purchase payments. She then stated her concerns with any additional increases and expenses and advised the Board to communicate with their Financial Advisor Sarah Burkemper prior to making any decisions on increases and additional expenses. Discussion continued. Chairman Mike Cherry requested that Administrative Assistant Samantha Shelton run the increased payroll numbers for a continued discussion at the next Board Meeting and also requested Ms. Shelton work on a 10 year projection for Lincoln County Emergency Services.

ITEM TABLED TO THE NEXT REGULAR BOARD MEETING.

Budget Amendment(s)

Administrative Assistant Samantha Shelton requested a 2024 budget amendment to item 254 Software License & Maintenance to increase from \$28,600.00 to \$42,300.00. A breakdown of the expenses was provided to the Board for review.

Motion to approve to amend the 2024 Budget, Item 254 Software License & Maintenance from \$28,600.00 to \$42,300.00, 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>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 about the total Lagers and Insurance expense was had.

Discussion of sales tax was had. Chairman Mike Cherry requested that Administrative Assistant Samantha Shelton reach out to the Lincoln County Ambulance District (LCAD) for their past ten (10) years of annual sales tax income.

NEW BUSINESS

Item 8.A. New Business

Nothing was discussed under new business.

REPORT OF DIRECTORS, BOARD OFFICERS, AND LEGAL COUNSEL

Item 9.A. Directors Report – James Roberts

Payroll Direct Deposit Error Reimbursements

Executive Director James Roberts provided the 2023 year-end total of calls. Mr. Roberts reported that there were a total of 64,807 calls in 2023 which was a 2,915 increase from 2022.

Executive Director James Roberts reported on year-end employee reviews and a discussion was had on the performance matrix.

Executive Director James Roberts reported that training was commencing on the new CAD system and that the “go live” date was scheduled for July of 2024. Discussion about the new CAD system and training was had.

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. Mr. Johnson provided a Radio Project install update. Discussion was had regarding the installation of the radios and testing.

Discussion was had regarding the Troy Police Department and radios.

Interoperability Systems Manager James Johnson reported on the different tower sites in the county. Discussion was had.

Director Lisa Sitler left the room at this time.

Discussion of tower sites continued.

Director Lisa Sitler returned to the room at this time.

Discussion was had regarding the recent radio outage event that occurred at Dispatch. Director Steve Fair and Chairman Mike Cherry requested that instructions on how to operate the server room, when an incident such as the one that took place occurs, be added to the training manual.

Interoperability Systems Manager James Johnson reported on antennas repairs and addition repairs that have been made.

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

Approval of the December 2023 Financial Reports

Administrative Assistant Samantha Shelton provided the December 2023 Financial Reports for review. Ms. Shelton also provided the 2023 year-to-date financial reports.

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

ALL AYES – MOTION PASSED

Item 9.D. Legal Counsel Report – Justin Butler

Attorney Justin Butler provided the Radio Agreement for the Boards review. Mr. Butler addressed his concerns with the agreement. Mark Seigler (Mayor of Hawk Point, Missouri) addressed his concerns on the municipal level with notifying agencies of the Radio Project. Discussion was had at this time.

The Board scheduled a Special Meeting to review and approve the Radio Agreement for Thursday, February 1, 2024, at 8:00am, at the Lincoln County Emergency Services Dispatch Center Conference Room. ****The Special Meeting scheduled for Thursday, February 1, 2024, at 8:00am, was later re-scheduled for Tuesday, January 30, 2024, at 4:30pm****

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 Tyler Schmieg 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>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>

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 and 610.021.03 Hiring, firing, disciplining or promoting of particular employees by a political government when personal information about the employee is discussed or recorded.

Motion to close closed session and open open session was made by Tyler Schmieg 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>ABSENT</i>	<i>Lisa Sitler</i>	<i>AYE</i>	<i>Randy Davis</i>	<i>AYE</i>

MOTION PASSED 5 TO 0

Chairman Mike Cherry advised that no action was taken during closed session.

NEXT SCHEDULED BOARD MEETING ANNOUNCEMENT

Special Meeting: Thursday, February 1, 2024 at 8:00am
Lincoln County Emergency Services
Dispatch Center, Conference Room
250 West College Street, Troy, MO 63379
****Re-scheduled for Tuesday, January 30, 2024, at 4:30pm****

Regular Meeting: Thursday, February 15, 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 Linda Sullivan.

Meeting Adjourned.

Respectfully Submitted: Samantha Shelton, Administrative Assistant

APPROVED: _____ ATTESTED: _____ DATE: _____