

**Lincoln County Emergency Services  
Board of Directors  
Minutes of Regular Meeting  
Thursday, February 15, 2024**

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, February 15, 2024, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Tuesday, February 13, 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, and Randy Davis. Adam Stanek and Tyler Schmiege were excused at this time. Lisa Sitler 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, Interoperability Manager James Johnson, Supervisor Nicole Hanson, Dispatcher Jessica Moore.

Guests in Attendance: David Reagan (Local 42), Quentin Laws (Lincoln County Emergency Management), Mark Seigler (Hawk Point Fire Protection District), Robert Shramek (Lincoln County Fire Protection District #1), Eric Dunlap (Priority One Towing), and Daren Dunlap (Priority One Towing).

**APPROVAL OF AGENDA**

*Motion to approve the agenda was made by Linda Sullivan and seconded by Steve Fair.*

**ALL AYES – MOTION PASSED**

**APPROVAL OF THE MINUTES**

*Motion to approve the minutes from the January 18, 2024, Regular Meeting and the Minutes from the January 30, 2024, Special Board Meeting was made by Linda Sullivan and seconded by Steve Fair.*

**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 January 1, 2023, to date expenditures for the New Building Project.

## **Item 6.B. Navigate Building Solutions**

### **RFQ for Emergency Communication Consultant**

Executive Director James Roberts reported that only one (1) RFQ for an Emergency Communications Consultant was received by the deadline. The RFQ that was submitted was from Mission Critical (MCP). Navigate has recommended moving forward with the negotiation process with MCP as the Emergency Communication Consultant.

*Motion to approve MCP as the Emergency Communications Consultant as per Navigates recommendation was made by Linda Sullivan and seconded by Steve Fair.*

***ALL AYES – MOTION PASSED***

### **Draft RFP for Dispatch Consoles**

Executive Director James Roberts reported that Navigate had completed the draft RFP for Dispatch Consoles. Discussion was had.

Motion to proceed with RFP for Dispatch Consoles was made by Linda Sullivan and seconded by Steve Fair.

***ALL AYES – MOTION PASSED***

Executive Director James Roberts provided additional updates on the Building Project and the Schematic Design. Mr. Roberts reported that there were budget issues found by Navigate but that changes were made to the plans to accommodate. A meeting will be held to go over the changes with the building committee. Discussion was had.

## **NEW BUSINESS**

### **Item 7.A. Review & Approval of the 2023 Audit Draft completed by FEW, CPAs**

Administrative Assistant Samantha Shelton provided the 2023 Audit Draft to the Board for review. Discussion was had regarding the auditors comments. Explanation was provided. Chairman Mike Cherry asked that LCES look into utilizing the Salamander system paid for by RHSOC to help with asset tracking.

*Motion to approve the 2023 Audit Draft completed by FEW, CPAs was made by Linda Sullivan and seconded by Steve Fair.*

***ALL AYES – MOTION PASSED***

## **UNFINISHED BUSINESS**

### **Item 8.A. 10-Year Budget Projection**

As per the request of Chairman Mike Cherry, Administrative Assistant Samantha Shelton explained her progress in putting together the 10-year Budget Projection and provided the board with draft copies of what has been completed thus far. Discussion was had regarding the 10-year projection numbers. Discussion was had pertaining to sales tax. Ms. Shelton will continue working on the projection.

### **Item 8.B. Payroll Increases**

As per the request of Chairman Mike Cherry, Administrative Assistant Samantha Shelton provided a spreadsheet with the additional \$1.94 added to the hourly rate of Dispatchers only and the effect it would have on all payroll expenses. Discussion was had. Director Linda Sullivan stated that she would love to see the additional increase however, with the current projections, she doesn't see it fitting in the budget at this time.

*Motion to hold firm where we are and for no additional pay increases at this time was made by Linda Sullivan and seconded by Randy Davis.*

Discussion was had and explanation was given regarding payroll increases for dispatchers.

*Roll Call Vote:*

<i>Mike Cherry</i>	<i>ABSTAINED</i>				
<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>ABSENT</i>	<i>Randy Davis</i>	<i>AYE</i>
<i>AYES 3</i>	<i>NAYS 0</i>	<i>ABSENT 3</i>			

***MOTION PASSED 3 TO 0***

**REPORT OF DIRECTORS, BOARD OFFICERS, AND LEGAL COUNSEL**

**Item 9.A. Directors Report – James Roberts**

Executive Director James Roberts reported that training for the new CAD was underway and that train-the-trainer would follow. Mr. Roberts stated that the “go live” date was tentatively set for August 5<sup>th</sup> so long as the Dispatchers were comfortable with the switch. Discussion of station alerting was had. Discussion on Dispatchers input was had. Discussion of mapping & interfacing with other counties was had.

Executive Director James Roberts reported that along with himself, Training Manager Lisa Goetsch and Dispatcher of the Year Christina Freyholtz, would be attending the NPSCC Conference this spring.

Executive Director James Roberts reported that he and Interoperability Systems Manager James Johnson had met with a few of the Municipalities regarding the Radio User agreements. Mr. Roberts and Mr. Johnson provided feedback that was received.

Executive Director James Roberts revisited moving the administrative professionals pay from hourly to salary. Administrative Assistant Samantha Shelton provided a spreadsheet with the effect the change would have on all payroll expenses.

*Motion to change the administrative professionals from hourly pay to salary pay was made by Randy Davis and seconded by Linda Sullivan.*

Discussion was had.

*Motion to amended the previous motion to reflect employees and their salaries: Lisa Goetsch’s (Training Manager) annual salary be set at \$66,643.20, Mia Farmer’s (Mapping Department) annual salary be set at \$62,400.00, Barbara Pressley’s (Warrants Department) annual salary be set at \$47,902.40, Samantha Shelton’s (Administrative Assistant) annual salary be set at \$55,224.00, and James Johnson’s (Interoperability Systems Manager) annual salary be set at \$62,400.00, based on their current hourly rate at 40 hours per week, 52 weeks a year, provided that the employees work a minimum of 40 hours per week, was made by Randy Davis and seconded by Linda Sullivan.*

*Roll Call Vote:*

<i>Mike Cherry</i>	<i>ABSTAINED</i>				
<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>ABSENT</i>	<i>Randy Davis</i>	<i>AYE</i>
<i>AYES 3</i>	<i>NAYS 0</i>	<i>ABSENT 3</i>			

***MOTION PASSED 3 TO 0***

Executive Director James Roberts advised that additional equipment would be needed in the future for salaried employees to be able to work from home.

**Item 9.B. Interoperability Systems Manager Report – James Johnson**

**Radio Systems Project**

Interoperability Systems Manager James Johnson provided an update on the installation of radios and the errors that occurred during install and programming.

Mr. Johnson advised of his communications with the Lincoln County Commissioners regarding obtaining equipment. He stated that he planned to meet with the Lincoln County Commissioners to further discuss completing the needed repairs on their equipment before obtaining.

Director Lisa Sitler arrived at this time.

Mr. Johnson reported that he had located a tower site at 501 Highway Y, Foley, MO, and had communications with the property owner, Jim Pearson. He advised that the property owner would lease the property if Lincoln County Emergency Services removed the old house on the property. Mr. Johnson provided two (2) quotes gathered for the removal of the old home on the property:

CANNON EXCAVATION CO.  
\$7,900.00

MICK MEHLER AND SONS, INC.  
\$6,950.00

Discussion was had regarding the tower site and future expenses of a new tower.

*Motion to secure the property and proceed with Mick Mehler and Sons, Inc., in the amount of \$6,950.00, for the removal of the old house located at 501 Highway Y, Foley, MO, was made by Linda Sullivan and seconded by Lisa Sitler.*

Discussion was had regarding obtaining the property, future expenses of a new tower and equipment for said tower, road maintenance, and the expense of attorney fees.

*Roll Call Vote:*

<i>Mike Cherry</i>	<i>ABSTAINED</i>				
<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>
<b>AYES 4</b>	<b>NAYS 0</b>	<b>ABSENT 2</b>			

***MOTION PASSED 4 TO 0***

Interoperability Systems Manager James Johnson advised of his discussion with Mark Seigler, Mayor of the City of Hawk Point and Fire Chief of the Hawk Point Fire Protection District, pertaining to obtaining equipment from the Hawk Point Police Department and Hawk Point Fire Protection District.

*Motion to absorb equipment from the Hawk Point Police Department and Hawk Point Fire Protection District was made by Linda Sullivan and seconded by Lisa Sitler.*

*Roll Call Vote:*

<i>Mike Cherry</i>	<i>ABSTAINED</i>				
<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>
<b>AYES 4</b>	<b>NAYS 0</b>	<b>ABSENT 2</b>			

***MOTION PASSED 4 TO 0***

Discussion was had regarding contracts between attorneys.

Interoperability Systems Manager James Johnson advised the Board of the cell phone app “Zello” for radio communications that he had been working on. He stated that there was no cost to this app. Discussion was had.

**Maintenance of Old Radios**

No discussion was had regarding Maintenance of Old Radios.

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

*Approval of the January 2024 Financial Reports*

Administrative Assistant Samantha Shelton provided the January 2024 Financial Reports for review.

*Motion to approve the January 2024 Financial Reports was made by Linda Sullivan and seconded by Steve Fair.*

**ALL AYES – MOTION PASSED**

**Item 9.D. Legal Counsel Report – Justin Butler**

Attorney Justin Butler had nothing to discuss at this time.

**Item 9.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 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.*

The Board did not enter into closed session.

**NEXT SCHEDULED BOARD MEETING ANNOUNCEMENT**

Regular Meeting: Thursday, March 21, 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 Linda Sullivan and seconded by Lisa Sitler.*

Meeting Adjourned.

Respectfully Submitted: Samantha Shelton, Administrative Assistant

APPROVED: \_\_\_\_\_ ATTESTED: \_\_\_\_\_ DATE: \_\_\_\_\_