

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

The Lincoln County Emergency Service Board of Directors held a meeting on Thursday, April 18, 2024, at the Cuivre River Electric Cooperative Building, pursuant to the agenda posted Tuesday, April 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, Adam Stanek and Steve Fair. Directors Lisa Sitler and Tyler Schmiege were absent at this time. Newly Elected Director Joel Fann and Director Randy Davis arrived later in the meeting. Chairman Cherry determined a quorum was present.

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

Guests in Attendance: Mark Seigler (Hawk Point Fire Protection District), Dalton Gilbert (Bank of Old Monroe), Dale McDonald (Bank of Old Monroe), Courtney Schultz (Bank of Old Monroe), Quentin Laws (Lincoln County Emergency Management), and Ray Antonacci (Lincoln County Ambulance District).

APPROVAL OF AGENDA

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

CERTIFICATE OF ELECTION RESULTS & DIRECTORS OATH OF OFFICE

Chairman Mike Cherry requested to postpone the Directors Oaths of Office until Joel Fann & Randy Davis arrived. All Directors present were in agreeance.

APPOINTMENT OF OFFICERS

Chairman Mike Cherry requested to postpone the Appointment of Officers until Joel Fann & Randy Davis arrived. All Directors present were in agreeance.

APPROVAL OF THE MINUTES

*Motion to approve the minutes from the March 21, 2024, Regular Meeting was made by Steve Fair and seconded by Linda Sullivan.
ALL AYES – MOTION PASSED*

PUBLIC COMMENT

No comment from the public was made.

UNFINISHED BUSINESS

Item 8.A. Lincoln County Opiates Civil Suit – Authority to Represent

Administrative Assistant Samantha Shelton provided the Board the email communications sent by one of the Attorney’s representing Lincoln County, requesting to postpone the discussion due to not being able to attend.

Motion to table Item 8.A. Lincoln County Opiates Civil Suit – Authority to Represent to the May Board meeting was made by Steve Fair and seconded by Adam Stanek.

ALL AYES – MOTION PASSED

Item 8.B. PB&T & Bank of Old Monroe Checking /Savings Account Proposals

Administrative Assistant Samantha Shelton advised that she, alongside Executive Director James Roberts, met with Bank of Old Monroe to discuss additional options after received the proposal from PB&T. Dale McDonald (Bank of Old Monroe) provided information to the Board on what the Bank of Old Monroe could offer. Discussion was had.

Joel Fann arrive at this time.

Discussion continued.

Motion to keep the accounts with Bank of Old Monroe was made by Linda Sullivan and seconded by Adam Stanek.

Roll Call Vote:

<i>Mike Cherry</i>	<i>AYE</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>AYE</i>	<i>Lisa Sitler</i>	<i>ABSENT</i>	<i>Randy Davis</i>	<i>ABSENT</i>
AYES 4	NAYS 0	ABSENT 3	ABSTAINED 0		

MOTION PASSED 4 TO 0

Chairman Mike Cherry requested that rates be reviewed quarterly.

Item 8.C. 10-Year Budget Projection

Administrative Assistant Samantha Shelton provided a 10-Year Budget Projection, Methodology of Projections, and Reserve Balance estimation sheet, to the Board for review. Discussion was had. Ms. Shelton advised of her concerns with the reserve balances in the future projections.

CERTIFICATE OF ELECTION RESULTS & DIRECTORS OATH OF OFFICE CONT.

Director at Large: Michael (Mike) Cherry was sworn in by Administrative Assistant and Notary Public Samantha Shelton.

Director, District I: Joel Fann was sworn in by Administrative Assistant and Notary Public Samantha Shelton.

Director, District II: Randy Davis was not present at this time.

APPOINTMENT OF OFFICERS CONT.

Steve Fair was nominated for the position of Vice Chairman. Mr. Fair accepted the nomination. No one opposed.

Adam Stanek was nominated for the position of Treasurer. Mr. Stanek accepted the nomination. No one opposed.

Linda Sullivan was nominated for the position of Secretary. Ms. Sullivan accepted the nomination. No one opposed.

NEW BUSINESS

Item 9.A. INdigital Product Presentation

Executive Director James Roberts introduced John with INdigital. John provided a verbal presentation of INdigital.

Randy Davis arrived during the presentation.

The INdigital presentation continued. Discussion was had. Discussion of the ARPA Grant funding was had.

Motion to proceed with applying for the ARPA Grant for NG911/INdigital product was made by Randy Davis and seconded by Linda Sullivan.

Roll Call Vote:

<i>Mike Cherry</i>	<i>AYE</i>				
<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Joel Fann</i>	<i>AYE</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>ABSENT</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 6	NAYS 0	ABSENT 1	ABSTAINED 0		

MOTION PASSED 6 TO 0

CERTIFICATE OF ELECTION RESULTS & DIRECTORS OATH OF OFFICE CONT.

Director, District II: Randy Davis was sworn in by Administrative Assistant and Notary Public Samantha Shelton.

NEW BUILDING PROJECT

Item 10.A. Project Expense Report

As per the request of the Board, Administrative Assistant Samantha Shelton provided an updated monthly report of expenditures for the New Building Project. Discussion was had. Executive Director James Roberts stated that the expected move in date was for November of 2025.

Item 10.B. Navigate Building Solutions

Draft RFP for Dispatch Consoles

Executive Director James Roberts provided Navigates’ progress report and gave an update on the design phase of the project. Mr. Roberts provided the updated site and floor plans for review and approval.

Motion to approve the floor and site plans for the New Building was made by Adam Stanek and seconded by Randy Davis.

Roll Call Vote:

<i>Mike Cherry</i>	<i>AYE</i>				
<i>Steve Fair</i>	<i>AYE</i>	<i>Linda Sullivan</i>	<i>AYE</i>	<i>Joel Fann</i>	<i>AYE</i>
<i>Adam Stanek</i>	<i>AYE</i>	<i>Lisa Sitler</i>	<i>ABSENT</i>	<i>Randy Davis</i>	<i>AYE</i>
AYES 6	NAYS 0	ABSENT 1	ABSTAINED 0		

MOTION PASSED 6 TO 0

Executive Director James Roberts discussed the Tower Consultant Service proposal and Dispatch Console Furniture proposals. Mr. Roberts then provided details of the next steps in the project.

REPORT OF DIRECTORS, BOARD OFFICERS, AND LEGAL COUNSEL

Item 11.A. Directors Report – James Roberts

Executive Director James Roberts provided updates on the P1 CAD system Training. Discussion was had. Director Steve Fair addressed concerns of the new P1 CAD system not working with the Station Alerting system. Discussion of the current mobile client software was had.

Mr. Roberts advised that two (2) Dispatchers were selected to go to the Navigator conference and that he would provide an update on the conference at the next Board meeting.

Executive Director James Roberts stated that he was still working on policies and that he would provide an update at the next Board meeting. It was requested that the policies be provided to the Board for review a minimum of five (5) days prior to the meeting.

Mr. Roberts stated that LCES was going to be opening the application process to hire another dispatcher in the near future. Discussion was had. It was agreed to train one (1) dispatcher at a time.

Executive Director James Roberts discussed National Public Safety Telecommunicators week and the amazing amount of support that was being shown by the Lincoln County community.

Item 11.B. Interoperability Systems Manager Report – James Johnson

Radio Systems Project

Interoperability Systems Manager James Johnson provided an update on the Radio Systems Project.

Mr. Johnson stated that the City of Silex rejected the bid from LCES in the amount of one thousand dollars (\$1,000.00). Discussion was had.

Motion to allow Interoperability Systems Manager James Johnson to offer the City of Silex up to five thousand and five hundred dollars (\$5,500.00) for the equipment was made by Linda Sullivan and seconded by Steve Fair

ALL AYES – MOTION PASSED

Interoperability Systems Manager James Johnson continued his discussion of the Radio Systems and Tower(s) Project. Mr. Johnson stated that he was having trouble getting NROUTE to fix the radios. He also advised that St. Charles County will not allow the connection to LCES. He stated that he had alternative plans for connection and will be speaking with the state in hopes to set up channels. Mr. Johnson then advised that he was waiting on the software licenses for the Lincoln County SRO's and Dispatch connection.

Item 11.C. Treasurer's Report – Adam Stanek

Approval of the March 2024 Financial Reports

Treasurer Adam Stanek presented the March 2024 Financial Reports that were provided by Administrative Assistant Samantha Shelton. Discussion was had.

Motion to approve the March 2024 Financial Reports was made by Linda Sullivan and seconded by Randy Davis.

ALL AYES – MOTION PASSED

Item 11.D. Legal Counsel Report – Justin Butler

Attorney Justin Butler advised that he was almost finished with the Hawk Point Equipment Agreement.

Item 11.E. Board of Director(s) Reports

Director Steve Fair requested a weekly email for on the building committee meetings.

CLOSED SESSION

Item 12.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, May 16, 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 Adam Stank and seconded by Steve Fair.

ALL AYES – MOTION PASSED

Meeting Adjourned.

Respectfully Submitted:
Samantha Shelton, Administrative Assistant

APPROVED: _____ ATTESTED: _____ DATE: _____