



DELAWARE COUNTY E-911 TRUST AUTHORITY

CARL TESREAU
MARK MORRIS
CASE BARNWELL

BRANDON ALEXANDER
VINCE OSBURN
JAMES BECK

KIRSTEN ROWE

#1

MOTION MADE BY Tesreau SECONDED BY Morris

TO APPROVE/AMEND MINUTES FOR JULY 20 REGULAR MEETING.

1- Alex 2- Rowe

TESREAU Y MORRIS Y BARNWELL Y ROWE Y ALEXANDER Y OSBURN Y BECK ABSTAIN

MOTION CARRIED.

WITNESS OUR HANDS THIS **21ST** DAY OF AUGUST, 2023.

DELAWARE COUNTY
E-911 TRUST AUTHORITY

Carl Tesreau
CARL TESREAU

Mark Morris
MARK MORRIS

Case Barnwell
CASE BARNWELL

Kirsten Rowe
KIRSTEN ROWE

Brandon Alexander
BRANDON ALEXANDER

Vince Osburn
VINCE OSBURN

James Beck
JAMES BECK



DELAWARE COUNTY E-911 TRUST AUTHORITY MINUTES

July 20, 2023

The Delaware County E-911 Trust Authority had its regular meeting at noon on July 20, 2023. The agenda was posted July 18, 2023, at 11:20 a.m. and placed on the courthouse door, the 911 building door and the county website. The E-911 Trust Authority is hereby authorized to act on the following items:

The meeting was called to order by Chairman Carl Tesreau. Members: Carl Tesreau, Case Barnwell, Kirsten Rowe, Brandon Alexander, Vince Osburn and Mark Morris were present. James Beck was absent. Also present were Tracy Sixkiller, Kim Ritchie, Carolyn Boothe and Minutes Clerk Kathy Parker.

AGENDA #1- A motion was made by Rowe and seconded by Morris approve/amend the minutes of the special July 7, 2023, meeting and sign the revised minutes for the June 19 regular meeting. Roll call: Tesreau-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Morris-yes; Osburn-yes. Motion carried.

AGENDA #2- A motion was made by Rowe and seconded by Morris to hear the treasurer's report. Roll call: Tesreau-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Morris-yes; Osburn-yes. Motion carried.

Treasurer Case Barnwell said transactions for the month were normal. He cashed a CD in the amount of \$42,000 and put the money into the operating account until a CD can be created at Bank of Grand Lake at 4.75 percent interest. Barnwell said more CDs are coming due soon and the members might want to consolidate them. Tesreau suggested liquidating some of the CDs for payments coming due, specifically \$40,000 to \$60,000 for load limit studies on towers where radio dishes must be placed. Barnwell said multiple CDs are coming due in September, October, November, and December. Tesreau suggested putting the first two CDs which mature into a cash account.

AGENDA #3- A motion was made by Alexander and seconded by Osburn to pay claims presented by purchase orders #4012 to #4034. Roll call: Tesreau-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Morris-yes; Osburn-yes. Motion carried. Sixkiller said he got a grant for data research which will reimburse \$10,500 on the cost.

AGENDA #4 - A motion was made by Osburn and seconded by Morris to open the floor for new business. Tesreau said he wants to see how the insurance renewal from ACCO compares to FF risk management. He said ACCO's premium is \$18,900 for the year with a \$10,000 deductible. He wants to see if ACCO will take a monthly payment until quotes can be obtained. Tesreau said Monkey Island Fire Department pays \$28,000 a year with a \$500 deductible. Tesreau said the E-911 truck is not on the ACCO list. Sixkiller said there is an insurance verification in the truck, but he does not know what company provides the coverage. Tesreau said the ACCO bill is due July 31 and he will ask if it's possible to pay by the month to keep coverage while he shops around.

AGENDA #5 - A motion was made Barnwell and seconded by Tesreau to hear the monthly report from the interim E-911 Coordinator. Sixkiller said the final tower verification has been submitted for routing the cell towers. He and Rod Neal met with some of the entities to reroute the cell towers. The GIS is up to speed and on track. Updates are being paid for as they are made. Sixkiller said the load limit studies for the towers ask for a lot of data which he has been collecting.

Sixkiller said new data is being uploaded onto the new computers purchased for the office.

The Cherokee Nation public safety grant for \$50,000 was received.

SDR is incorporating Grove data into the county system. SDR eCop "is going forward, but we want to add the Ottawa County portion," Sixkiller said. Rowe asked when eCop will be available to load onto first responder phones. Sixkiller said not yet.

There were 21 new 911 addresses added since the last report, 63 addresses verified and 25 referrals made. Six signs were placed and two locations were marked for signs.

Tesreau said Sixkiller is doing a great job and he is about to be doing a lot more.

AGENDA #6 was not needed as the dispatch supervisor had a family emergency and could not attend the meeting.

AGENDA #7- A motion was made by Rowe and seconded by Morris to discuss with possible action a review of the property liability insurance. Tesreau said the ACCO premium is due by July 31. "Do we want to keep ACCO if they will do month to month payments?"

Tesreau asked. "If we don't find coverage by the end of the month, we don't want it to lapse." A motion was made by Barnwell and seconded by Rowe to try to get short-term coverage while quotes are requested and if that is not possible, pay the ACCO premium and hope some of the money can be returned if other coverage is found. Roll call: Tesreau-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Morris-yes; Osburn-yes. Motion carried.

AGENDA #8 – A motion was made by Alexander and seconded by Morris to open the floor for public comments. There were none.

AGENDA #9- A motion was made by Morris and seconded by Tesreau to discuss with attorney Kim Ritchie becoming council for the E-911 Trust Authority.

Barnwell said he has researched attorneys who handle local municipalities, and Ritchie has experience. He introduced Ritchie who outlined his qualifications. Ritchie said he was the city attorney at Pryor for 31 years, where he recently resigned. He is the city attorney for Shawnee, Coalgate, Tahlequah and Jay. Ritchie said he would be happy to work for the trust. Morris asked if that would be done using a retainer and a cost per hour basis. Ritchie said he will tailor the program to fit the trust, he can be paid straight hourly or take a \$1,000 per month retainer for four hours' work, then if the time goes over four hours charge an hourly rate.

Tesreau said the trust needs an attorney at meetings. Ritchie said he will attend himself unless he is in trial and then he will send another attorney from his firm. Tesreau said many contracts are going to be coming and it would be beneficial to have an attorney in attendance.

Morris said Ritchie comes highly recommended. He suggested doing the option which includes paying a retainer. Rowe agreed paying the retainer is the best option. Ritchie asked how much time the board believes it would need. Tesreau said the monthly meeting will take about an hour. Ritchie said he can start at \$1,000/month retainer and if adjustments need to be made that is no problem. He will keep an eye on the four-hour mark. Ritchie will draft an engagement letter.

Alexander said vetting the contracts will take time.

A motion was made by Morris and seconded by Case to hire Kim Ritchie as council for the trust at a monthly retainer of \$1,000 and \$250 per hour if the time goes beyond four hours. Roll call: Tesreau-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Morris-yes; Osburn-yes. Motion carried.

AGENDA #10- A motion was made by Morris and seconded by Rowe to discuss with possible action extra funds the old 911 board approved for dispatch. Tesreau had copies of the minutes from the old board. There was a discussion in the January 2023 meeting about possible funding for a dispatcher. At that time the sheriff said one dispatcher salary would be \$36,000 to \$42,000, according to the minutes. At the February 2023 meeting, the board approved putting \$22,000 in account 22A.

"The way that was handled at our meeting," Tesreau said, "it was not an agenda item, it was just talked about in a dispatch report. We never solidified giving that money because for one thing, the sheriff told me he didn't need it. We are past the June marker, so there's no need to go any further with that." Undersheriff Nick O'Neal, who came into the meeting late, said the money would go into dispatch. He said dispatch has its own payroll. Parker, who is county payroll backup clerk, said dispatch does not have its own payroll, but is run with the sheriff's payroll. Tesreau said it is a moot point since the fiscal year has ended. "The sheriff told me he didn't need it last fiscal year, anyway," Tesreau said. No action was taken.

AGENDA #11- A motion was made by Barnwell and seconded by Tesreau to discuss with possible action extra funds for dispatch in this fiscal year. O'Neal said since the county's budget has not been solidified, he does not know if there will be enough money to pay the dispatchers. Morris said, "We need to find out if and how the trust can give money for dispatch salaries." Morris said he agrees the board should make good on the previous agreement. O'Neal said \$28,000 was the agreed amount. Alexander agreed the trust should give the money discussed.

O'Neal said he thinks the sheriff's budget will not be increased any more than 10 percent and the new sales tax passed by the voters, which is expected to bring in \$1.5 million a year, "must only be used for sheriff's office business." Osburn asked if 911 will pay dispatch in the future. Tesreau said as soon as 911 moves to the new building, dispatch salaries will be paid by the trust and no longer have anything to do with the sheriff's office.

A motion was made by Morris and seconded by Alexander to table the item until the next meeting. Roll call: Tesreau-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Morris-yes; Osburn-yes. Motion carried.

AGENDA #12- A motion was made by Alexander and seconded by Tesreau to go into Executive Session pursuant to Title 25 Oklahoma Statute 307.B.1 to discuss employment, hiring, appointment, promotion, disciplining or resignation of any individual or salaried officer or employee; Tracy Sixkiller. Roll call: Tesreau-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Morris-yes; Osburn-yes. Motion carried.

AGENDA #13- A motion was made by Rowe and seconded by Morris to return to regular session for discussion and possible vote concerning any necessary action regarding Item #12 identified above at 1:09 p.m.

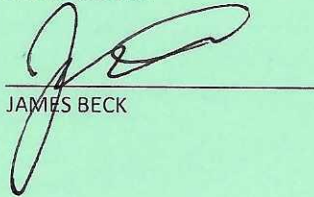
A motion was made by Rowe and seconded by Osburn to extend an offer to Tracy Sixkiller of \$55,000 with six months' probation, effective beginning the next pay period. Roll call: Tesreau-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Morris-yes; Osburn-yes. Motion carried.

AGENDA #14- A motion was made by Morris and seconded by Tesreau to adjourn at 1:14 p.m. Roll call: Tesreau-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Morris-yes; Osburn-yes. Motion carried.

DELAWARE COUNTY E-911 TRUST AUTHORITY MEMBERS



VINCE OSBURN



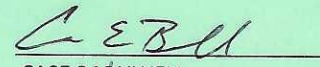
JAMES BECK



CARL TESREAU



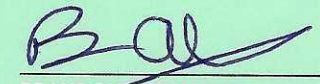
MARK MORRIS



CASE BARNWELL



KIRSTEN ROWE



BRANDON ALEXANDER