

Cass County Emergency Services Board Meeting

Cass County Sheriff's Office, 2501 W. Mechanic Street, Harrisonville, Missouri
Wednesday, April 25, 2012 at 9:00 a.m.

1. Meeting was called to order at 9:10 a.m. by Chief James Person.

2. Roll call

Sheriff Dwight Diehl	Present
Chief Robert Driscoll	Present
Chief Larry Francis	Present
Chief John Hofer	Present
Chief James Person	Present
Chief Lee Stevens	Present
Kris Turnbow	Absent

Attendees

Chief Steve Holle, Chief Doug Short, Major Jeff Weber, J.D. Shrewsbury, Paul Campo, Robin Tieman

3. Oaths of Office:

Tabled until ESB members are officially appointed by the Cass County Commission.

4. Selection of officers

a. Chairperson:

Sheriff Diehl nominated Chief Person, no other nominations were made. Chief Person was unanimously appointed.

b. Vice Chairperson:

Chief Francis nominated Chief Driscoll for Vice Chairperson, no other nominations were made. Chief Driscoll was unanimously appointed.

c. Secretary:

Chief Driscoll nominated Kris Turnbow for Secretary, Chief Stevens nominated Chief Francis, with no other nominations, and a vote was taken. Chief Francis won.

d. Treasurer:

Chief Francis nominated Kris Turnbow, no other nominations were made. Mr. Turnbow was unanimously appointed.

5. Discussion regarding:

Chief Person stated the intent of the statute appears to be clear that the ESB should take over the responsibility for 9-1-1 immediately, which includes the

current 9-1-1 funding.

a. Security bond for Treasurer

Paul Camp, Cass County Attorney, stated that the Treasurer should be bonded and Mr. Turnbow should talk with Stafford and Stafford regarding the cost and proceeding with the process. The board approved the necessary amount and would place that in the Bylaws once written.

b. Selecting banking institution

Per Steve Cheslik, Cass County Treasurer, as of April 24, 2012 9-1-1

Funds balances are:

9-1-1 Operating Budget: \$1,010,498.46

9-1-1 Reserve Fund: \$1,459,785.63

A majority of the Reserve Fund (\$1,282,736.12) is invested in four different securities with maturing dates of June 14, 2012, August 9, 2013, December 23, 2013, and February 2, 2014.

Mr. Campo recommends that an Inter-local Government Agreement be written that will ensure the ESB will pay any outstanding debt and contracts incurred by Cass County 9-1-1 if the ESB is given control of the current funds by the Cass County Commission. Mr. Campo has not discussed transferring of the current 9-1-1 funds with the Commission, therefore, selecting a banking institution will be tabled until the discussion and agreement has taken place.

c. Adopting of Sunshine Law Policy

Mr. Camp advised that the Secretary is the official custodian of records for the ESB. The standing meeting location will be at the Cass County Sheriff's Office, 2501 W Mechanic Street, Harrisonville, Missouri 64701 on the fourth Wednesday of every month. Meetings will be every two weeks for the immediate future.

All meeting notices will be posted at the Historic Cass County Courthouse and the Cass County Sheriff's Office at least 24 hours prior to any meetings.

d. Procuring insurance

Chief Person and Mr. Campo stated the ESB will need property insurance for the Radio System and liability insurance. Mr. Campo will contact NPR for potential insurance needs. Mr. Campo will also draft an agreement for his legal services in assisting the ESB board establishing the governance structure.

e. Adopting bylaws

Samples of Macon County 9-1-1 Board Bylaws were disseminated. A Bylaws Subcommittee was formed. Chief Driscoll, Committee Chair, Chief

Stevens, Chief Francis, Sheriff Diehl, Chief Doug Short, and Chief Steve Holle. The meeting agenda will need to be posted.

f. General governance structure

The Bylaws will draft Bylaws and a business model to direct how the ESB will conduct business. The 9-1-1 Director position will possibly work for the ESB and be a contract employee of the County, similar to the Economic Development position the county once had. A meeting will be scheduled with the Cass County Commission and the ESB on April 30, 2012 to discuss the possible transfer of current 9-1-1 Funds and the 9-1-1 Director position.

g. Next project actions

ESB will establish the governance structure before initiating any other actions. In May the ESB will establish the governance structure and then proceed in June with contract negotiations with Motorola.

6. Next meeting

The ESB will meet with the Cass County Commission on April 30, 2012, and then begin biweekly (every two weeks) meetings on May 9, 2012.

7. Adjournment

The meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Robin Tieman, RPL
Cass County 9-1-1 Director