

**Johnson County Emergency Services Board  
Board of Director's Meeting  
Minutes of the Regular Session Meeting**

Date: December 21, 2021

Location: Johnson County Central Dispatch E-911, 315 Hawthorne Blvd, Warrensburg, MO.

Call to Order: The meeting of the Johnson County Emergency Services Board was called to order by Chairman Shane Lockard at 8:00 a.m.

- I. Roll Call: Chairman, Shane Lockard recognized that all Board members, except for Darlene Buckstead were present and accounted for and a quorum was declared present as well.

Shane Lockard, Chairman  
Larry Jennings, Vice Chairman  
James Bell, Treasurer  
David Miller, Secretary

Darlene Buckstead, Board Member (Absent)  
Kimberly Lockard, Board Member  
Andrew Munsterman, Board Member

Others Present

Kimberly Jennings, Executive Director  
Stephen Ewing, Network and Systems Administrator  
Cecilia Drerup, Professional Development Director  
Donna Chaffee, Office Manager  
Kayla Johnson, Operations Manager  
Amanda Duensing, Quality Assurance Evaluator

- II. Board Member, Andrew Munsterman made a motion to approve the agenda as presented. Vice Chairman, Larry Jennings seconded the motion. Motion carried (Vote 6-0).
- III. Public Comment – None
- IV. Employee Comment – None
- V. Vice Chairman, Larry Jennings made a motion to approve the November 16, 2021 Regular Session Meeting Minutes to include the revision of any additional minor typographical errors as presented. Board member, Andrew Munsterman seconded the motion. Motion carried (Vote 6-0)
- VI. Treasurer's Report: Executive Director, Kimberly Jennings stated that as of November 30, 2021, the bank account balances:

Central Bank \$3,457,393.55  
HB 291 Funds \$3,988.99  
UMB Bank Balance \$516,776.69  
MOSIP \$1,007,114.19

November Sales Tax Deposit is \$309,293.36, up \$39,497.71 as reported in November 2020. We are still in the black -\$72,999.49 in comparison with January – November 2020. **(CORRECTION: According to the November statement dated 12/06/2021 from the MO Dept. of Revenue Taxation Division, the Year-to-Date sales tax collected through November 30<sup>th</sup> is \$2,903,773.00 which is \$176,305.68 higher in 2021 than in 2020 January-November.)**

Chairman, Shane Lockard stated that the Executive Board accepts the current financial report from Executive Director, Kimberly Jennings, as presented and approves it to be filed in a file for the Auditor's next Audit. No vote was necessary.

Board Member, David Miller made a motion to approve the payment of bills as presented. Board Member, Andrew Munsterman seconded the motion. Motion carried (Vote 6-0).

VII. Agency Report (See Attachment A)

VIII. Old Business

a. None

IX. New Business

a. 2022 Draft Budget

The Board stated that JCCD's Administration did a thorough job in preparing and presenting the 2022 Draft Budget. After minimal discussion, the Board voted.

Board Member, Andrew Munsterman made a motion to approve and adopt the 2022 Draft Budget as presented. Board member, Kimberly Lockard seconded the motion. Motion carried (Vote 6-0).

b. Radio Project Consultant

Executive Director, Kimberly Jennings informed the Board that we received four vendors qualification packages for the RFQ for Radio Consulting in the first round and only three submitted in the 2<sup>nd</sup> round. Mission Critical Partners did not resubmit in the 2<sup>nd</sup> stage. A scoring system was used to rank the bids based on their price, their experience and other requirements. The Board was pleased and impressed with the expediency that JCCD's Administration was able to secure and present bids for this project within the very tight timelines requested by the Board.

Board Member, Andrew Munsterman made a motion to approve hiring Tusa as the winning bid/contract for the Radio Project Consultant. Vice Chairman, Larry Jennings seconded the motion. Motion carried (Vote 6-0).

c. Administrative Policies

- i. Observed Holidays 220.07
- ii. Paid Time Off 230.4
- iii. Overtime 200.03
- iv. Family and Medical Leave 230.05
- v. Short-term Disability 203.07
- vi. Bereavement 230.07

Executive Director, Kimberly Jennings explained that we only combined the vacation, sick and holiday policies into one Paid Time Off policy, which changed the wording of that time off in the other policies mentioned above. The Bereavement policy was newly added and was based on information obtained from the previous JCCD Handbook.

Treasurer, James Bell made a motion to adopt and approve the Administrative Policies as presented, minus any typographical errors. Board Member Kimberly Lockard seconded the motion. Motion carried (Vote 6-0).

- X. Adjournment: Treasurer, James Bell made a motion for the meeting to be adjourned. Board Secretary, David Miller seconded the motion. Motion carried (Vote 6-0). The meeting adjourned at 8:28 a.m..

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Donna Chaffee  
Recording Secretary

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David Miller  
JCESB Secretary