



SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
April 2, 2015

The following are the minutes from the Board of Director's meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on Friday, April 2, 2015, at 3150 Lenox Park Blvd. Suite 108. , Memphis, TN 38115.

Call to Order and Roll Call

Chair Fields called the meeting of the Board of Directors to order at 9:02AM. He began by a roll call of the members. Finding a quorum present, the meeting commenced.

Board Members Present: B. Anderson, P. Carter, C. Dates, J. Farmer, K. Fields, G. Kneeland, B. Kramer,

Board Members Excused: B. Sweeten, MD

Board Members Absent: R. Lincoln

Staff Present: R. Chiozza, C. Ray, S. Robinson, H. Truebger, C. Tyler, T. Zimmer

Additionally Present: B. Thompson, Shelby County 9-1-1, Jeremiah King, Mike Spencer, Beverly Wolfe-Davis, Margaret Stiger, Memphis Police Communications, Melanie Moody, Memphis Fire Communications, Rhonda Davis, Shelby County Sheriff's Office, Gwen Cloyd, Shelby County Sheriff's Office, Dawn Downer, Shelby County Sheriff's Office, Kevin Brent, Resident of Memphis, Joe Gordon, Motorola, April Onyango, Motorola, Tony Fisher, Germantown, Ashley Wathen, The Marston Group, David Townsend Collierville, Rex Hollaway, Mission Critical Partners, Jim Barnes, Tennessee Emergency Communications Board, Gina Sweat, Memphis Fire Department, Tom Needham, Shelby County Government Administration, Angie Blankenship, Germantown.

Chair Fields thanked everyone for attending.

Review and Approval of February 5, 2015 Minutes

Chair Fields confirmed everyone had the opportunity to review the minutes from the February 5, 2015 meeting. He requested a motion to approve the minutes.

Director Carter offered a motion to approve the minutes.

Director Kramer seconded the motion.

The Board voted 7-0 to approve the minutes from the February 5, 2015 meeting.

Treasurer's Report

Chair Fields advanced the agenda to the next item for consideration: A review of the Treasurer's Report was presented by Director Carter.

- Financial Report

Director Carter presented a review of the revenue for the period July 1, 2014 through June 30, 2015 as follows:

- \$8.3 million total year-to-date revenue,
- \$6.2 million total year-to-date expenses,
- \$2.1 million net year-to-date income.
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- Fund Balances and Investments

Director Carter presented a review of the Working Capital Accounts as of March 30, 2015 as follows:

- Working Capital Investment Fund
 - \$10.4 million, Highland Capital Management,
 - \$ 5.2 million, First Tennessee Bank Checking
 - \$15.6 million Total Working Capital
- Reserve Fund Account
 - \$21.7 million, Total Working Capital Accounts

Director Carter asked if there were any questions. Hearing none, he concluded the Treasurers Report.

Chair Fields requested a motion to accept the Treasurers Report as presented.

Director Farmer offered a motion to accept the Treasurer's Report as presented by Director Carter.

Director Kneeland seconded the motion.

The board voted 7-0 to accept the Treasurer's Report as presented by Director Carter.

Personnel Committee Report

Chair Fields advanced the agenda to the next item for consideration: A review of the Personnel Committee Report.

Director Anderson presented the following salary increases for the upcoming fiscal year:

- \$4,700 Executive Director Chiozza based on several years of service, performance, work ethic and office operations
- \$3,100 Bookkeeper/Administrative Assistant Carmen Tyler
- \$98 for Public Education Coordinator Sue Robinson (top of salary grade)
- \$3,770 Information Systems Lead Harold Truebger
- \$3,770 GIS Administrator Timothy Zimmer
- \$4,905 GIS/IT Coordinator

The current gap in salaries is to make gradual adjustments in comparison to other Districts and other employees that perform the same duties. Due to the low number of staff members and their ability to perform multiple functions, the increases are justified as they are comparable throughout the nation.

Chair Fields commended Director Anderson in performing her duties as Chair of the Personnel Committee. He asked if there were any questions.

Director Farmer agreed with the recommendations and requested documentation to stipulate if the raises were not in line with the City and County guidelines used to determine salary increases.

Director Anderson advised a comparison was reviewed and the amounts for both the City and County salaries were substantially more. She further added the Committee was attempting to make the Districts salaries comparable to the City and County. Employee evaluations were included with the performance reviews as well as all certificates obtained for training by staff members.

Chair Fields asked if there were any additional questions or discussion. Hearing none, he requested a motion to accept the proposed salary increases as presented by Director Anderson.

Director Farmer offered a motion to accept the proposed salary increases presented by Director Anderson.

Director Dates seconded the motion.

The board voted 7-0 to accept the proposed salary increases presented by Director Anderson.

Public Education Committee

Chair Fields advanced the agenda to the next item for consideration: A Resolution recognizing April 12, 2015 – April 18, 2015 as National Telecommunicator Week.

Director Chiozza requested a motion to approve the resolution and advised an umbrella would be presented to each dispatcher from the Board of Directors by Sue Robinson.

Director Farmer offered a motion to adopt the resolution confirming National Telecommunicator Week.

Director Dates seconded the motion.

The Board voted 7-0 to adopt the resolution confirming National Telecommunicator Week.

Building Committee

Chair Fields advanced the agenda to the next item for consideration: Approval of a feasibility study to renovate the Memphis PSAP backup facility at Armor Center.

Director Farmer advised the Board several meetings have taken place with regards to the current backup location and the reservations concerning moving forward with the Armor Center renovations. There is a consensus that the Police and Fire Directors need to collaborate with the District Board to resolve the long standing and overriding concern of a primary facility as well as a backup facility. Understanding the urgency of the situation, the Committee is requesting approval from the Board to proceed with the feasibility study contingent upon approval from the Directors of the Memphis Police and Fire Departments.

Mike Spencer advised he met with the real estate Department of the City and confirmed there are no other suitable locations owned by the City but they have offered their support on this project. He also confirmed Director Armstrong's commitment to moving forward.

Chair Fields requested a motion to move forward with the feasibility study contingent on approval from Police and Fire Directors.

Director Kramer offered a motion to move forward with the feasibility study contingent on approval from Police and Fire Directors. He added the Board and Building Committee has gone as far as possible to address this issue.

Director Dates seconded the motion.

The Board voted 7-0 to move forward with the feasibility study contingent on approval from Police and Fire Directors.

Executive Directors Report

Chair Fields advanced the agenda to the next item for consideration: The Executive Directors Report.

- TECB Financial Distress Letter

An anticipated letter was received from the TECB as a result of the expenditures during the last two fiscal years being less than the revenue received. If a third year of a negative “Change of Net Assets” occurs, the District Chair and Executive Director will be required to attend a State TECB meeting in Nashville to explain our financial position. Mr. Jim Barnes, Accounting Manager with the TECB is here to address the Board of Directors concerning the letter. Mr. Chiozza provided a spreadsheet outlining the Change in Net Assets. The current revenue is being closely monitored as well as expenditures in order to avoid a “distressed” third year.

Mr. Barnes stated the goal of the TECB is to assist in the management of the 9-1-1 Districts. According to a new State law, upon review of a distressed District by the TECB, depreciation will not be considered. The Shelby County District has adequate reserves, one time expenditures and large depreciation amounts that factored into the negative Change of Net Assets. At this point, the TECB will monitor and attend some future Board meetings and continue to provide assistance to the District.

- ECaTS

Installation started the week of March 23, 2015, systems acceptance is planned for April 23, 2015, and configuration of the dashboard module the week of April 6, 2015.

- Lobbyist Report from Adam & Reese

Included is the report from March 27, 2015. SB211/HB393 extends the TECB until June 30, 2017 and permits appointments from the governor and both speakers. SB996/HB1007 extends the deadline to September 15, 2018 for TACIR to conclude the study of 9-1-1 surcharge and next generation technology. A report must be presented to the joint committee on government operations.

- Budget Line Item Transfers

Director Chiozza requested a motion to approve the following budget line item transfer for FY 14-15.

- \$100,000.00 from budget line 4201 Address/Mapping to budget line 4218 Maintenance Agreements.

Chair Fields requested a motion to approve the above budget line item transfer.

Director Farmer offered the motion to approve the following budget line item transfer for FY 14-15.

Director Dates seconded the motion.

The Board voted 7-0 to approve the following budget line item transfer for FY 14-15.

- *Germantown PSAP*

The Germantown Primary PSAP lost a UPS that powers the 9-1-1 controller rack on Saturday, March 7, 2015. After meeting with personnel at the Germantown backup PSAP, they were back online after approximately 30 minutes. The older UPS could not handle the spike and shut down to prevent damage. We are proceeding with an emergency replacement of the older UPS at the Germantown Primary PSAP. The State of Tennessee TECB was notified of the outage per TECB Policy No. 32.

- *Memphis Police Primary PSAP*

The Contact Center Manager encountered the issue of calls to the non-emergency number (545-COPS) would not release calls from the queue and present them to a call taker. AT&T was notified by Mike Spencer and the switch was made to the backup PBX located in the penthouse to allow AT&T to reboot the Contact Center Manager. All call were then brought back to the PBX/Contact Center Manager located on the 12th floor resulting in non-emergency calls being processed correctly.

- *First Reading of Proposed FY15-16 Budget*

This year the staff has concentrated on improving the actual expense costs as well as review items related to depreciation expenses and how they are classified.

Mr. Barnes added there may be upcoming changes in the Chart of Accounts requiring moving budgeted items to different line items.

Mr. Chiozza asked if there were any budget related questions. Hearing none, Chair Fields requested a motion to accept the first reading of the FY15-16 Budget.

Director Farmer offered a motion to accept the first reading of the FY15-16 Budget.

Director Dates seconded the motion.

The Board voted 7-0 to accept the first reading of the FY15-16 Budget.

Director Chiozza asked if there were any questions. Hearing none, he concluded his report.



- **Training Classes**

Classes are listed on the website <http://www.shelbycounty911.orf/events/> under “Community Resources” “Meeting/Training Calendar”.

- **2015 Board Meeting Dates and Conference Dates**

A list of the meetings and conferences is included for the upcoming 2015 schedule. A list of estimated costs for items over the next five years is included as well.

Chair Fields asked if there was any new business for discussion. Hearing none, he requested a motion to adjourn the meeting.

Director Anderson offered a motion to adjourn the meeting.

Director Kneeland seconded the motion to adjourn the meeting.

The Board voted 7-0 to adjourn the meeting.

The meeting was adjourned at 9:19AM.

Approved by:

Secretary/Treasurer
Patrick Carter

Minutes transcribed by: Carmen Tyler, Bookkeeper