



Shelby County Emergency Communications District

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SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT

Board of Directors Meeting Minutes

June 4, 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 Thursday, June 4, 2015, at 3150 Lenox Park Blvd. Suite 108. , Memphis, TN 38115.

Public Hearing on Proposed Budget FY15-16

The Public Hearing was called to order at 8:34 AM by Chair Fields at which time he asked for any comments or concerns from the individuals in attendance concerning the proposed budget for FY15-16. Hearing none, he officially closed the hearing and advanced the agenda to the next item.

Call to Order and Roll Call

Chair Fields called the meeting of the Board of Directors to order at 8:36 AM. Chair Fields began a roll call of the members. Finding a quorum present, the meeting commenced.

Board Members Present: B. Anderson, P. Carter, C. Dates, K. Fields, G. Kneeland,
B. Kramer, R. Lincoln, B. Sweeten, MD

Board Members via Telephone: Jason Farmer

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

Additionally Present: B. Thompson, Shelby County 9-1-1, Mike Spencer, Memphis Police Communications, Rex Holloway, Mission Critical Partners, Jerimiah King Memphis Police Communications, Melanie Moody, Memphis Fire Communications, Gina Sweat Memphis Fire, Tony Fisher, City of Germantown, Angie Blankenship, Germantown Police Department, Ashley Korbler, The Marston Group, Member of the Public, Rhonda Davis, Shelby County Sheriff's Office, Roberta Ivory, Corey Howard, Shelby County Fire Department, Katie Laster, Evans and Petree PC, Kevin Brent, Infinite Information, LLC....via telephone.

Chair Fields thanked everyone for attending and congratulated Marvin Pender Jr., of the Memphis Police Communications Department on his promotion to Manager.

Review and Approval of April 2, 2015 Minutes

Chair Fields confirmed everyone had the opportunity to review the minutes from the April 2, 2015 meeting.

Director Chiozza advised Chair Fields that the Directors Report, from the meeting held on April 2, 2015, was not approved with a formal motion.

Chair Fields requested a motion to accept the Director's Report from the April 2, 2015 meeting.

Director Anderson offered the motion to accept the Director's Report from the April 2, 2015 meeting.

Director Carter seconded the motion to accept the Director's Report from the April 2, 2015 meeting.

The Board voted 8-0 to accept the Director's Report from the April 2, 2015 meeting.

Chair Fields then requested a motion to approve the minutes from the April 2, 2015 meeting.

Director Kneeland offered the motion to approve the minutes from the April 2, 2015 meeting.

Director Lincoln seconded the motion to approve the minutes from the April 2, 2015 meeting.

The Board voted 8-0 to approve the minutes from the April 2, 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:

- \$9.9 million total year-to-date revenue,
- \$6.7 million total year-to-date expenses,
- \$3.2 million net year-to-date income.

- **Fund Balances and Investments**

Director Carter presented a review of the Working Capital Accounts as of June 4, 2015 as follows:

- Working Capital Investment Fund
 - \$11.9 million, Highland Capital Management,
 - \$ 4.2 million, First Tennessee Bank Checking
 - \$16.1 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 Kramer offered a motion to accept the Treasurer’s Report as presented by Director Carter.

Director Sweeten seconded the motion.

The board voted 8-0 to accept the Treasurer’s Report as presented by Director Carter.

Director’s Report

Chair Fields advanced the agenda to the next item for consideration: A review of the Director’s Report was presented by Executive Director Chiozza.

- Financial Distressed Letter from TECB

We are watching closely our third year of “Change of net assets” to see if it will be negative. The table below will show the latest figures and data to date.

	FY11-12 Financial Statements June 30, 2012	FY12-13 Financial Statements June 30, 2013	FY13-14 Financial Statements June 30, 2014	FY14-15 Financial Statements June 30, 2014	Estimated FY14-15 Financial Statements June 30, 2014
Total Operating Revenue	\$8,929,082	\$8,219,938	\$7,848,976	\$9,893,603	\$11,366,444
Total Operating Expenses	\$5,976,424	\$8,738,913	\$9,814,622	\$6,679,341	\$6,679,341
Net Increase (Decrease) in Investments	\$184,713	\$60,128	\$225,477	\$0	
Change in Net Assets	\$3,137,371	(\$458,847)	(\$1,740,169)	\$3,214,262	\$4,687,104
CAD Projects	\$0.00	\$1,687,414.59	\$2,115,042.19	\$1,610,126	
Base Mapping	0	\$1,057,517.10	\$2,493,539.90	\$0	
Total Major Projects	0	\$2,744,931.69	\$4,608,582.09	\$1,610,126	

- ECaTS

Carlton Ray has been working with the ECaTS System identifying each telephone line and type at each PSAP to confirm entry into the ECaTS System. We hope to start scheduling training during the summer months. We have been running some reports against the data and are very impressed with the results.

- Bartlett CAD Project

The City of Bartlett has almost completed their new CAD installation. They need one modification to the court view / jail view module that will make them run over the budgeted amount allocated for their CAD system. This module will run approximately \$92,000. We have \$22,000 remaining in the CAD budget. I am requesting a motion to amend the Bartlett CAD project by an additional \$70,000 and the amount be included in the FY14-15 and FY15-16 budget, if not paid during the FY14-15 budget period.

Budgeted to date:

Collierville	\$1,544,937.00
Bartlett	\$1,127,953.21 (without amended amount)
Germantown	\$1,264,626.00
Memphis Fire	\$4,487,775.00
SCSO / SCFD	\$6,825,000.00

Director Kramer asked if this amount was unexpected. Executive Director Chiozza responded there were changes required to complete the conversion of data.

Chair Fields requested a motion to amend the Bartlett CAD project by an additional \$70K to be included in the FY14-15 and FY15-16 budget, if not paid during the FY14-15 budget period.

Director Lincoln offered a motion to amend the Bartlett CAD project by an additional \$70K to be included in the FY14-15 and FY15-16 budget, if not paid during the FY14-15 budget period.

Director Sweeten seconded the motion.

The Board voted 8-0 to amend the Bartlett CAD project by an additional \$70K to be included in the FY14-15 and FY15-16 budget, if not paid during the FY14-15 budget period.

- Germantown CAD Project

The City of Germantown has almost completed their “New World” CAD installation. An issue arose where the contingency was counted for twice in my translation of the funds available and the cost for conversion of data for the new CAD system. I am requesting a motion to amend the Germantown CAD project by an additional \$82,000 and the amount be included in the FY14-15 budget and the FY15-16 budget, if not paid during the FY14-15 budget period.

Budgeted to date:

Collierville	\$1,544,937.00
Bartlett	\$1,127,953.21
Germantown	\$1,264,626.00 (without amended amount)
Memphis Fire	\$4,487,775.00
SCSO / SCFD	\$6,825,000.00

Chair Fields requested a motion to amend the Germantown CAD project by an additional \$82K to be included in the FY14-15 and FY15-16 budget, if not paid during the FY14-15 budget period.

Director Kneeland offered a motion to amend the Germantown CAD project by an additional \$82K to be included in the FY14-15 and FY15-16 budget, if not paid during the FY14-15 budget period.

Director Lincoln seconded the motion.

The Board voted 8-0 to amend the Germantown CAD project by an additional \$82K to be included in the FY14-15 and FY15-16 budget, if not paid during the FY14-15 budget period.

- Feasibility Study Armour Center

The City of Memphis Building and Design selected Fleming Architects to work on the MPD Backup PSAP space. An agreement was signed with the architects on Friday, May 15, 2015.

- NENA Conference

The NENA Conference dates are June 27, 2015 – July 2, 2015. A demonstration time has been secured with Airbus to review the Vesta Map Project at 11:00 AM, Monday, June 29, 2015 at booth #600 on the vendor floor.

- Shelby County Fire Department UPS

On Saturday, May 30, 2015, a battery in the UPS system malfunctioned. Due to the systems age, a replacement battery is not available. The Shelby County Fire Department is ordering a replacement UPS at an approximate cost of \$9K and will be paid out of the existing budget line.

- Second Reading of Proposed FY15-16 Budget

Line item 4206 was increased to include the Armor Center project, the funds were added for Fleming Architects, and line item 4418 has been updated to reflect usage of training funds.

Director Chiozza asked if there were any questions.

Director Anderson inquired if the budget modifications for the Bartlett and Germantown CAD projects would put us over budget if paid in this fiscal year. Director Chiozza responded, no, the change in net assets should result in an approximate \$4 million. He further added the invoice would probably not arrive before the end of this fiscal year.

Chair Fields requested a motion to approve the FY15-16 budget.

Director Kneeland offered the motion to approve the FY15-16 budget.

Director Anderson seconded the motion to approve the FY15-16 budget.

The Board voted 8-0 to approve the FY15-16 budget.

- Shelby County Travel Policy

Director Chiozza provided a hard copy of the travel policy to each Board member as well as an upload of the document on BoardVantage. He requested each Board member review the travel policy, especially the highlighted items that pertain to the District.

- First Tennessee Purchase Cards

Travel expenses for those attending the NENA Conference will be provided on the District's purchasing card. Instructions, restrictions and any questions will be answered during distribution of the cards.

- Future Projects

A list of estimated projects is provided for the upcoming 5 year timeframe.

- Training Classes

Please check the website <http://www.shelbycounty911.org/events/> under "Community Resources". "Meeting/Training Calendar" for future scheduled training classes.

- 2015 Board Meeting Dates and Conference Dates:
 The following are scheduled dates for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. Dates for the conferences are shown as we know them to be at this time.

Executive Committee Meeting Dates	9-1-1 Board Meeting Dates
Friday, July 24, 2015	Thursday, August 6 2015
Friday, September 18, 2015	Friday, October 1, 2015
Friday, November 20, 2015	Thursday, December 3, 2015

Conference dates for 2015:

Annual Conference	Location	Dates
NENA	Denver, Colorado	Saturday, June 27 – Thursday, July 2, 2015
APCO	Washington, DC	Saturday, August 15 – Thursday, August 20, 2015
TENA	Murfreesboro, TN	Saturday, October 17, – Wednesday, October 21, 2015

NENA – National Emergency Number Association
 APCO – Association Public Communications Officials
 TENA – Tennessee Emergency Number Association
 NAED Navigator – National Academy of Emergency Dispatch

NENA 2015 Development Conference (Technical) Austin, TX October 4 - 7, 2015.
 (Administrative / Technical, STAFF attends)

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

Chair Fields requested a motion to accept the Executive Director’s report as presented.

Director Kramer offered the motion to accept the Executive Director’s report as presented.

Director Sweeten seconded the motion to accept the Executive Director’s report as presented.

The Board voted 8-0 to accept the Executive Director’s report.

Chair Fields asked if there was any old business for discussion. Hearing none, he asked if there was any new business for discussion.

Michael Spencer expressed his gratitude for the staff and Board of the District Office for their assistance on the ECaTS and Vesta Mapping Projects. He further added how beneficial these projects are to the PSAPS.

Director Anderson asked for an update on the architectural study on Armor Center.

Mike Spencer advised the next step is to review the square footage and confirm the layout and costs associated with the plan. He further added he is unable to provide a timeframe at this date.

Chair Fields then requested a motion to adjourn the meeting.

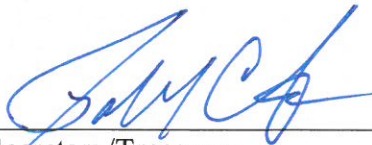
Director Anderson offered a motion to adjourn the meeting.

Director Kneeland seconded the motion to adjourn the meeting.

The Board voted 8-0 to adjourn the meeting.

The meeting was adjourned at 9:03 a.m.

Approved by:



Secretary/Treasurer
Patrick Carter

Minutes transcribed by: Carmen Tyler, Bookkeeper