



Shelby County Emergency Communications District

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SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT

Board of Directors Meeting Minutes

August 6, 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, August 6, 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 8:36 a.m. 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, J. Farmer, K. Fields, B. Kramer, R. Lincoln, B. Sweeten, MD

Members Excused: G. Kneeland

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

Additionally Present: Beverly Wolfe-Davis, Mike Spencer and Marvin Pender, Memphis Police Communications, B. Thompson, Shelby County 9-1-1, Maura Hickey and Rex Holloway, Mission Critical Partners, Rowena Adams, Memphis Police Department, Gina Sweat, Memphis Fire Department, Coleen Hutson and Angie Blankenship, Germantown Police Department, Tom Needham, Director Shelby County Public Works Department, April Onyango, Motorola, Gwyn Cloyd, Dawn Downer and Rhonda Davis Shelby County Sheriff's Office, Roberta Ivory, Shelby County Fire Department, Veronica Tansey and Scott Fleming, Fleming Architects.

Review and Approval of June 4, 2015 Minutes

Chair Fields confirmed everyone had the opportunity to review the minutes from the June 4, 2015 meeting.

Chair Fields requested a motion to accept the minutes from the June 4, 2015 meeting.

Director Farmer offered the motion to accept the minutes from the June 4, 2015 meeting.

Director Carter seconded the motion.

The Board voted 8-0 to accept the Director's Report 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 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:

- \$0.0 million total year-to-date revenue,
- \$835 thousand total year-to-date expenses,
- \$-835 thousand net year-to-date income.

- **Fund Balances and Investments**

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

- Working Capital Investment Fund
 - \$11.9 million, Highland Capital Management,
 - \$ 4.3 million, First Tennessee Bank Checking
 - \$16.2 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.

Director Chiozza added the commentary and second quarter summary for the Working Capital Investment and Reserve Fund Accounts are included in the report.

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

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

Director Lincoln seconded the motion.

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

Building Committee Report

Chair Fields advanced the agenda to the next item for consideration: A Review of the Building Committee Report presented by Director Farmer.

Director Farmer advised the Board that the Building Committee reviewed the schematic drawings and cost estimates presented by Fleming Architects for the renovations at Armour Center. He added the Executive Committee was in agreement with the proposal and voted to have the information presented to the full Board by Scott Fleming of Fleming Architects. Mr. Fleming updated the Board on the presentation provided to the Building Committee. The presentation steps included:

1. building assessment
 - existing floor plans, electrical, mechanical and plumbing systems, building code analysis, asbestos survey
2. program development
 - collaboration with Memphis Police Communications Department, Mission Critical Partners, City of Memphis representatives and the District to develop space allocation.
3. schematic design
 - multiple design options were reviewed to determine which option is best
4. cost analysis
 - cost estimates are as follows:
 - \$3.4 million for construction,
 - \$1.2 million for furniture, fixtures and equipment,
 - \$50 thousand for MLGW,
 - \$25 thousand for interior signage,
 - \$125 thousand for low voltage,
 - \$100 thousand for exterior upgrades,
 - \$115 thousand asbestos abatement,
 - \$200 thousand re-roof allowance,
 - \$225 thousand Mission Critical Partners
 - soft costs 15%,
 - payment performance bond and design fees,
 - 11% contingency

Mr. Fleming asked if there were any questions.

Director Kramer inquired about providing a designated fitness area.

Director Chiozza responded an inquiry would be needed to determine if Memphis Fire had any unused space available for a fitness area. However, this is not included in the current schematic design.

Ms. Davis asked if storage space for files was considered in the design.

Ms. Tansey responded there is general storage space as well as office supply space included in the design.

Director Anderson inquired of Memphis Police Communications, specifically Mike Spencer, what his thoughts were.

He confirmed they are pleased with the options and functionality the design provides.

Ms. Davis inquired about adequate parking for employees.

Director Chiozza responded the logistics regarding fencing and security had not been completed with Memphis Fire. Designated parking will be part of those logistics.

A question was asked if repaving the parking area was included in the proposal.

Mr. Fleming responded there are approximately 128 parking spaces designated as part of the proposal.

Mr. Chiozza further added there is some discussion taking place concerning moving the curb line to provide additional space if needed.

Director Kramer reiterated his security concerns regarding fencing, limited access, gates and closed circuit television.

A question was asked if there would be additional lighting.

Mr. Fleming advised the lighting and security concerns would be addressed.

Chair Fields asked if there were any additional questions. Hearing none, Director Farmer requested a motion to accept the Building Committee's recommendation to adopt the proposal presented by Fleming Architects for the renovations at Armour Center and to increase the budget from \$6.5 million to \$7 million.

Director Anderson offered a motion to accept the Building Committee's recommendation to adopt the proposal presented by Fleming Architects for the renovations at Armour Center and to increase the budget from \$6.5 million to \$7 million.

Director Sweeten seconded the motion.

The Board voted 8-0 to accept the Building Committee's recommendation to adopt the proposal presented by Fleming Architects for the renovations at Armour Center and to increase the budget from \$6.5 million to \$7 million.

Director Farmer then requested a motion to approve the current design submitted by Fleming Architects and move forward with the renovation project for the Armour Center.

Director Dates offered the motion to approve the current design submitted by Fleming Architects and move forward with the renovation project for the Armour Center.

Director Lincoln seconded the motion.

The Board voted 8-0 to approve the current design submitted by Fleming Architects and move forward with the renovation project for the Armour Center.

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.

Director Chiozza provided an update on the NENA Conference and reminded the Executive Committee of the upcoming APCO Conference to be held in Washington, DC, August 15th - 20th 2015. He further added that a representative from ESRI visited our office the week of July 6th and provided information on setting up our data.

- Chart of Accounts

A new Chart of Accounts was provided to us by the Comptroller that went into effect July 1, 2015. We are currently working on restructuring the Chart of Accounts which includes several new line items and amounts. However, the budget passed in the June 2015 meeting will remain the same.

- FY2013-2014 Audit

We received a letter from David Sturdivant, CPA of the State of Tennessee advising he was unable to accept the audit that was submitted. Our previous auditors, Scott & Pohlman corrected the required reports and resubmitted them to the State of Tennessee which was accepted.

After a discussion with the firm, we were advised they were not interested in conducting the audit for FY2014-2015. As a result, an expedited agreement with the firm Watkins Uiberall, PLLC was secured and approved by the State of Tennessee Division of County Auditing. Watkins Uiberall, PLLC began working on the FY2014-2015 audit on July 20, 2015. Links to all related documents are included on BoardVantage.

- Shelby County Public Safety Dispatchers

Recognition was given to Coleen Hutson, Dawn Downer, Marvin Pender and Beverly Wolfe-Davis for completing the various NENA ENP, the CMCP or the APCO RPL course of studies. We encourage dispatchers to continue studying and receiving these certifications regardless of their rank.

- 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, September 18, 2015	Friday, October 1, 2015
Friday, November 20, 2015	Thursday, December 3, 2015

Conference dates for 2015:

Annual Conference	Location	Dates
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)

- Visa Purchasing Card
 Ms. Tyler provided an update on the implementation and use of the purchase card. Initial use of the card was limited to staff and Board members, then PSAP Supervisors for the NENA Conference. The use will be expanded to PSAP staff members for the APCO Conference. She reiterated the necessity of providing the District with receipts for ALL card transactions.

Director Chiozza reminded those traveling under the Shelby County travel policy that any meals provided during the APCO Conference will be deducted from the allowed per diem. Also, travel expense reports from your municipality should be submitted with the purchase card receipts.

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 Farmer offered the motion to accept the Executive Director's report as presented.

Director Sweeten seconded the motion.

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 District Board for their support.

Chair Fields extended a special thanks to Fleming Architects for their job performance. He then requested a motion to adjourn the meeting.

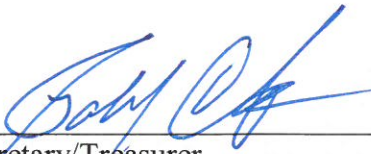
Director Kramer offered a motion to adjourn the meeting.

Director Lincoln seconded the motion.

The Board voted 8-0 to adjourn the meeting.

The meeting was adjourned at 9:26 a.m.

Approved by:



Secretary/Treasurer
Patrick Carter

Minutes transcribed by: Carmen Tyler, Bookkeeper