



**Shelby County Emergency Communications District**

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**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**

**Board of Directors Meeting Minutes**

**October 1, 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, October 1, 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 8:35 a.m. He 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, G. Kneeland  
R. Lincoln, B. Sweeten, MD.

**Members Excused:** B. Kramer

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

**Additionally Present:** Mike Spencer, Memphis Police Communications, Bobby Thompson, Shelby County 9-1-1, Mary Balee, retired MPD, Maura Hickey and Rex Holloway, Mission Critical Partners, Melanie Moody, Gina Sweat, Teresa Gordon, Memphis Fire Department, Tony Fisher, City of Germantown, Ken Welch, member of the public, Ashley Korbler, Marston Group, April Onyango, Motorola, Gwyn Cloyd, Dawn Downer and Rhonda Davis Shelby County Sheriff's Office, Roberta Ivory, Corey Howard, Shelby County Fire Department.

**Review and Approval of August 6, 2015 Minutes**

Chair Fields confirmed everyone had the opportunity to review the minutes from the August 6, 2015 meeting.

Chair Fields requested a motion to accept the minutes from the August 6, 2015 meeting.

Director Farmer offered the motion to accept the minutes from the August 6, 2015 meeting.

Director Carter seconded the motion.

The Board voted 8-0 to accept the minutes from the August 6, 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:

- \$1.48 million total year-to-date revenue,
- \$2.73 million total year-to-date expenses,
- \$-1.25 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
  - \$12.0 million, Highland Capital Management,
  - \$ 3.8 million, First Tennessee Bank Checking
  - \$15.8 million Total Working Capital
- Reserve Fund Account
  - \$21.8 million, Total Working Capital Accounts

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

Chair Fields added all financial documentation is 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 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.

Director Chiozza began by providing an update on the annual audit.

- *FY2014-2015 Audit*  
The June 30, 2015 audit is almost complete and will be released once the updates are completed by the Tennessee Comptroller's Office for the required audit pension testing information. Like last year, we will probably be faced with emailing the audit out to all our board members and the Shelby County Government to be included in their financial statements since we are a component of Shelby County Government.
- *Armour Center Update*  
After a meeting with City of Memphis CAO Jack Sammons we have been given the "Please Move Forward" notice by email on Thursday, September 17, 2015. Michael Marshall advised the contract is in the hands of Scott Fleming and they are working to finalize the details.
- *Wireless Calls to 9-1-1*  
On August 25, 2015 I received a Message thru Facebook from Pam Tolley, 9-1-1 Director in Henderson County asking if I was having any issues with cell phones not being able to dial 9-11. I immediately attempted to dial 9-11- from my cell phone and could get thru. I arrived at my home and started notifying all our PSAPs and proper officials in the State and the TCS NOC. We actually opened up a Group Message window in Facebook and had five or six 9-1-1 Directors from West Tennessee giving live updates as to their status with wireless calls to 9-1-1 in their County. The issue was corrected in about 60 to 90 minutes. A detailed explanation from AT & T is available for anyone to review.
- *Memphis Fire PSAP*  
On September 25, 2015 the PBX owned by the City of Memphis and the PSAP lost all power and shut down for an unknown reason. Reroute switches were activated and calls were rerouted to seven digit power fail phones in the PSAP. I arrived at the location as well as AT&T and power was restored. A similar issue occurred later the same day. AT&T performed maintenance on the PBX switch and resolved the issue.

A cut over to the Vesta4X system began on September 30, 2015 and was completed by 8:00 pm. There still remains some clean-up work and minor issues to be resolved.

- TENA Conference:

The 2015 Tennessee Emergency Number Association (TENA) conference begins October 18 – 21 in Murfreesboro Tennessee. The TENA conference is very beneficial especially the review of State guidelines, financial and changes in TCA that effect ECD's. Some of our PSAPs have nominated their dispatchers for the TENA Dispatcher Awards. This is the inaugural year for the Dispatch Awards. There are four categories within the Dispatch Awards. TENA is very proud to be able to recognize our Front Line Personnel in Tennessee.

- Shelby County Public Safety Dispatchers:

The Shelby County 9-1-1 Emergency Communications District would like to recognize the following PSAP personnel who previously studied, took & passed the NENA Center Manager Certification Program (CMCP) course. We are very proud of you for receiving these certifications and would like to present this plaque from the 9-1-1 District as a token of your accomplishment. Recognition and plaques were presented to the following individuals:

Melanie Moody, Communications Mgr., Memphis Fire Communications (Sept. 2011)

Teresa Gordon, Watch Cmdr., Memphis Fire Communications (Sept.2011)

- APCO Conference:

The APCO 2015 annual conference was very interesting. I heard it was one of the best attended APCO conferences in many years. The Airbus demonstrated the Vesta Map product again for Shelby County PSAP attendees and was well attended. We are very glad that our Vice-Chair, Jason Farmer is feeling much better. A service award plaque was presented to Carmen Tyler for service provided to the Board of Directors, Staff and PSAP's during the Conference.

- NG911 Update:

As of July 23, 2015, eighty-six (86) PSAPs tested for live traffic and seventy-five (75) are live on the network. Equipment is complete in 137 PSAPs. All PSAPs have signed user agreements to assure the security of the network. All wireless carriers with direct trunking are connected to the State's NG911 network. In June, 2015, over 285,000 wireless 911 calls were processed over the NG911 network with no mis-routes, outages or errors.

Stage 3 deployment is making great progress. All twenty-two (22) CLECs are anticipated to be connected by December 31st, 2015, and all ILECs connected by June 30, 2016.

- Review of Future Projects and Training Schedule was presented:



**2016 Board Meeting Dates and Conference Dates:**

The following dates in 2016 are set 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 for 2016.

<b>Executive Committee Meeting Dates</b>	<b>9-1-1 Board Meeting Dates</b>
Friday, January 22, 2016	Thursday, February 4, 2016
Friday, March 25, 2016	Thursday, April 7, 2016
Friday, May 20, 2016	Thursday, June 2, 2016
Friday, July 22, 2016	Thursday, August 4 2016
Friday, September 23, 2016	Friday, October 6, 2016
Friday, November 18, 2016	Thursday, December 1, 2016

**Conference Dates for 2016:**

<b>Annual Conference</b>	<b>Location</b>	<b>Dates</b>
NENA	Indianapolis, IN	Saturday, June 11 – Thursday, June 16, 2016
APCO	Orlando, FL	Saturday, August 13 – Thursday, August 17, 2016
TENA	Chattanooga, TN	Sunday, September 18 – Wednesday, September 21, 2016

NENA – National Emergency Number Association

APCO – Association Public Communications Officials

TENA – Tennessee Emergency Number Association

NENA 2016 Development Conference (Technical) Columbus, OH October 9 - 16, 2016.  
(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 Farmer offered the motion to accept the Executive Director's report as presented.

Director Lincoln seconded the motion.



Resolution:

To express our congratulations to Mary Balee, Colonel, Memphis Police Department Airways Station upon her retirement last month. When Colonel Balee was the LTC over the MPD Communications office she rarely missed a Shelby County 9-1-1 Emergency Communications District board meeting. We offer this resolution and our thanks to her for the time she spent assisting us with business in the Memphis Police Department Communications office.

Director Farmer restated the motion to accept the Directors Report as presented.

Director Lincoln re-seconded the motion to accept the Directors 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.

Director Farmer thanked everyone for their concern and well wishes for his recovery from illness during the APCO Conference and advised he was "back to work".

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

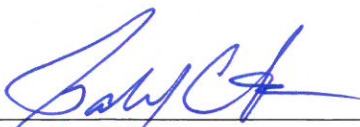
Director Farmer offered a motion to adjourn the meeting.

Director Anderson seconded the motion.

The Board voted 8-0 to adjourn the meeting.

The meeting was adjourned at 8:53 a.m.

Approved by:

  
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Secretary/Treasurer  
Patrick Carter

Minutes transcribed by: Carmen Tyler, Bookkeeper