



**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**December 3, 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, December 3, 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 8:34 A.M. He began a roll call of the members. Finding a quorum present, the meeting commenced.

**Board Members Present:** B. Anderson, P. Carter, K. Fields, G. Kneeland, R. Lincoln,  
B. Kramer

**Members Excused:** J. Farmer, B. Sweeten, MD.

**Members Absent:** C. Dates

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

**Additionally Present:** Michael Walker and Trey Watkins, Watkins Uberall, PLLC, David Townsend, Collierville Police Department, Bobby Thompson, Shelby County 9-1-1, Teresa Gordon, Memphis Fire Department, Ed McGhee, Donald Taylor, John Hanna and Tony Fisher, Germantown Police Department, Ken Welch, member of the public, Ashley Korbler, Marston Group, Gwyn Cloyd, Dawn Downer and Rhonda Davis Shelby County Sheriff's Office, Alvin Benson, Dale Burross, Roberta Ivory, Corey Howard, Shelby County Fire Department, Doug Bailey, Bartlett Police Department, Duncan Galbreath, Bruce Hopkins and Jermaine Fletcher, First Tennessee Bank, Queen McMahon, Katrina Towles, Mike Spencer, Margaret Stiger, and Marvin Pender, Jr. Memphis Police Communications, Tom Needham, Shelby County Government.

**Review and Approval of October 1, 2015 Full Board Minutes**

Chair Fields confirmed everyone had the opportunity to review the minutes from the full Board meeting on October 1, 2015. He requested a motion to accept the minutes.

Director Kneeland offered a motion to accept the minutes from the full Board meeting on October 1, 2015.

Director Anderson seconded the motion.

The Board voted 6-0 to accept the minutes from the October 1, 2015 full Board 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, 2015 through June 30, 2016 as follows:

- \$3.12 million total year-to-date revenue,
- \$2.98 million total year-to-date expenses,
- \$173 thousand 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
  - \$14.735 million, Highland Capital Management,
  - \$ 2.024 million, First Tennessee Bank Checking
  - \$16.8 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 introduced Michael Walker and Trey Watkins, Watkins Uberall PLLC to present highlights of the completed FY 2014-15 audit as follows:

- GASB68 which is related to how the pension balances are recorded,
- A "clean opinion" was given by the Auditors,
- There were no management points or findings,
- A Management & Discussion Analysis was added to the report,
- GASB68 calculations and pension expenses,
- Positive change in Net Position is reflected.

Director Carter concluded the Treasurers Report.

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

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

Director Kneeland seconded the motion.

The board voted 6-0 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 Executive Director Chiozza.

Director Chiozza advised a signed contract was completed and representatives from Fleming Architects are expected to attend the February full Board meeting to provide an update on the Armour Center project.

**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 Report was included in the Treasurer's Report.
- Memphis Fire PSAP:  
We switched over to the new Airbus Vesta 4.x system on September 30, 2015. ICI (the Motorola vendor), AT&T and Airbus have been working on a few issues such as the recording system properly including the data, a transfer issue from the primary PSAP (MPD) to the secondary PSAP (MFD & MPD) being required to disconnect from the all before the call taker (MFD) could hear the call. While these issues have been resolved, they are still collaborating on other issues.
- Armour Center Update:  
An update was provided by Fleming Architects in the Building Committee report.
- Mission Critical Report:  
A staffing assessment report for the Memphis Police Department was provided on November 2, 2015 and forwarded to City of Memphis officials and police administration. Chair Fields expressed his expectation that the report would assist the City of Memphis in addressing the staffing needs.
- Vehicle Bid:  
A bid was issued to replace the 2007 Chevy Tahoe. One response was received from Chuck Hutton. The older 2007 vehicle will be used as a trade-in. A purchase order will be issued and the value of the trade-in will be determined within 60 days or less prior to delivery of the new vehicle.

▪ Congratulations:

Congratulations to Harold Truebger, 911 Information Systems Lead on 15 years of service to the Shelby County 911 Emergency Communications District on November 13, 2015.

▪ Airbus Vesta Map:

After our GIS personnel, Board members and PSAP personnel viewed the demos of the Vesta Map product at the NENA, and APCO conferences, our staff had additional discussions during the State TENA conference. As a result, our GIS staff will begin to additional detailed technical discussions with Motorola & Airbus on the Vesta Map product. Discussions will begin to determine a technical configuration and costs for implementing the Vesta Map for the Shelby County 9-1-1 Emergency Communications District. The Vesta Map was chosen for the following reasons:

- The Memphis Police Department PSAP is one of four aggregation points for the State of Tennessee's Next-Generation 911 network and is the default PSAP for all West TN 911 call traffic that cannot be correctly routed, which equates to roughly a twenty county region.
- Shelby County is part of a greater Tri-State Region comprised of Arkansas, Mississippi and Tennessee.
- The Airbus VESTA Map solution is optimized for these types of regional and statewide deployments. In addition, they can make use of comprehensive GIS datasets spanning large geographic areas. We desire to provide each of our PSAPs the capability of Vesta Map if the need were to arise to properly route a 9-1-1 call.
- The VESTA Map solution seamlessly integrates with VESTA 4's Next-Generation call processing software, which all Shelby County's PSAPs utilize today. The map intelligently pinpoints Phase I and Phase II wireless calls on a display utilizing confidence and uncertainty values, which will be delivered to our PSAPs with the forthcoming Next-Generation ALI format. The solution identifies the type of 911 callers through customizable icons and visual cues, and creates a common operating picture with easily updateable layers."

▪ Budget Line Item Transfers:

I am requesting a motion to approve the following budget line item transfers for the FY15-16 Budget as listed below:

- \$2,000 from budget line #4415 Public Education, to budget line #4203 Audit Services.

Director Carter offered a motion to transfer funds from budget line #4415 Public Education, to budget line #4203 Audit Services.

Director Kramer offered a motion to transfer funds from budget line #4415 Public Education, to budget line #4203 Audit Services.

The board voted 6-0 to approve the transfer funds from budget line #4415 Public Education, to budget line #4203 Audit Services.

▪ *TECB Excess Distribution:*

Tennessee Code Annotated § 7-86-130 states that any 911 surcharge revenue collected in excess of the annual fiscal requirements of the (State) Board and the mandatory every two (2) months payments to emergency communications districts shall not revert to the general fund. The (State) Board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the emergency communications districts in accordance with policies adopted by the Board. As a result, our District will receive an additional \$170 thousand plus excess revenue.

▪ *Budget Line Item Adjustment*

During the October 3, 2014 Board of Directors meeting, the Board approved a total of \$7,150,242 for the SCSO/SCFD Motorola CAD system. This included contingency funds. The contingency was not included in the figures used in the current budget. We show a total of \$6,825,000 budgeted. This line item needs to be amended by \$325,254.00 in order to allow the FY15-16 budget to reflect the correct total approved of \$7,150,242.00.

### **Executive Directors Report 10-3-2014**

Director Chiozza presented information on the following:

▪ **CAD Systems**

The Shelby County Sheriff and Fire Department are in the process of signing a contract with Motorola for their new CAD system. An allocation of \$6.8 million is included in line item 1308 of this fiscal years' budget so no amendment is necessary to complete the purchase. Mr. Chiozza requested a motion to approve disbursement of the cost and contingency for a total amount of up to \$7,150,254 for the Motorola CAD System.

Chair Fields requested a motion to approve disbursement of the cost and contingency for a total amount of up to \$7,150,254 for the Motorola CAD System.

Director Anderson offered a motion to approve the disbursement of funds for the Motorola CAD System.

Director Dates seconded the motion.

The Board voted 5-0 to approve the disbursement of funds for the Motorola CAD System.

Chair Fields requested motion to approve the line item change on the contingency fund as requested by Director Chiozza.

Director Kramer offered the motion to approve the line item change on the contingency fund as requested by Director Chiozza.

Director Carter seconded the motion.

The board voted 6-0 to approve the line item change on the contingency fund as requested by Director Chiozza.

▪ TENA Conference:

The 2015 Tennessee Emergency Number Association (TENA) was a great success. Congratulations to Shelby County Fire Department Dispatch Supervisor Keshia Johnson, on being named the dispatch "SUPERVISOR of the YEAR" by the Tennessee Emergency Number Association (TENA). Supervisor Johnson won the award during the dispatcher awards banquet held during the annual TENA Conference in Murfreesboro Tennessee.

AT&T also hosted FCC Commissioner Ajit Pai, one of the five Federal Communications Commissioners (FCC). AT&T selected three 9-1-1 Directors from Tennessee which I was one of the three along with State 9-1-1 Director Curtis Sutton to have an open discussion on 9-1-1 issues facing 9-1-1 PSAPs. We spent about 45 minutes discussing and then Commissioner Pai visited the Brentwood Tennessee PSAP. Later that afternoon Commissioner Pai tweeted out the following:

AT&T LTE 4:09 PM 87%

Tweet



Ajit Pai  
@AjitPaiFCC

Tennessee leads nation in deployment of Next Generation 911. Great discussion w/ state/local leaders about IP-based public safety networks.

10/20/15, 10:24 AM

8 RETWEETS 8 FAVORITES



▪ Future Projects:

A link is provided to review all future projects.

▪ Training Classes

Upcoming Classes

- [High Risk! \(PSTC\) - 31 Mar 2016 - 08:30](#)
- [High Risk! \(PSTC\) - 1 Apr 2016 - 08:30](#)
- [Providing Exceptional Service "What if it Were Family?" - 18 Apr 2016 - 08:30](#)
- [Providing Exceptional Service "What if it Were Family?" - 19 Apr 2016 - 08:30](#)

<http://www.shelbycounty911.org/events/categories/training/>

▪ Congratulations:

Congratulations to Deputy Chief Dell Burros 15 years of service to the Shelby County Fire Department who retired at the end of 2015. Someone else served for 30 years.

▪ 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.

Executive Committee Meeting Dates	9-1-1 Board Meeting Dates
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

**Conferences for 2016:**

Annual Conference	Location	Dates
NENA	Indianapolis, Indiana	Saturday, June 11 – Thursday, June 16, 2016
APCO	Orlando, Florida	Saturday, August 13 – Thursday, August 18, 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 - 6, 2016.

(Administrative / Technical STAFF attend)

Director Chiozza concluded his presentation of the Directors Report.

Director Kramer asked if the staffing assessment provided by Motorola was a public document available to the media.

Director Chiozza responded that he defers to Mike Marshall I am sure it is. We have not necessarily made it. Mike Marshall added if anyone requested the staffing assessment report the District would make it available.

Director Kramer stated the importance of the document and how it outlines one of the major reasons why there sometimes is a delay in answering 9-1-1 calls.

The Chair asked if Mike Spencer or Marvin Pender wanted to add anything further. Mike Spencer stated that they had one class started and in February another class is scheduled.

Director Kramer asked what the timeline is for full compliment.

Marvin Pender responded 17 people in class now, 14 will begin class on the 22<sup>nd</sup> of February and a 3<sup>rd</sup> class beginning June 6<sup>th</sup> with the expectation to be fully staffed by the summer.

Chair Fields stated it sounds like by the time the Armour Center is completed the staffing will also be able to fill the additional space. He congratulated Memphis Police for getting the staffing in place to answer the 9-1-1 calls.

Chair Fields requested motion to accept the Directors Report as presented by Director Chiozza.

Director Anderson offered the motion to accept the Directors Report as presented by Director Chiozza.

Director Lincoln seconded the motion.

The board voted 6-0 to accept the Directors Report.

Chair Fields asked if there was any old business for discussion.

Director Chiozza recognized First Tennessee Bank representative Jermaine Fletcher accompanied by Bruce Hopkins who thanked the District for our business.

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

Director Carter offered a motion to adjourn the meeting.





**Shelby County Emergency Communications District**  
3150 Lenox Park Blvd., Suite 108 Telephone (901) 380-E911  
Memphis, Tennessee 38115-4260 Fax (901) 380-4707

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Director Kramer seconded the motion.

The Board voted 6-0 to adjourn the meeting.

The meeting was adjourned at 8:46 A.M.

Approved by:

A handwritten signature in black ink, appearing to read 'Patrick Carter', is written over a horizontal line.

Secretary/Treasurer  
Patrick Carter

Minutes transcribed by: Carmen Tyler, Bookkeeper