

SHELBY COUNTY 9-1-1 DISTRICT
BOARD OF DIRECTORS
THURSDAY, December 7, 2006

The Shelby County Emergency Communications District Board of Directors met at the Shelby County 9-1-1 District office, 6470 Haley Road, Memphis, Tennessee.

Chairman Brenner called the Board of Director's meeting to order at 8:36 am. Chairman Brenner called the roll and the following board members were present: **Henry Brenner; Doctor Barbara Duncan-Cody; William Hughes; Michael Molder; Lois Stockton; Sandra Richards (present by speaker phone).**

Samuel King was absent.

See Page 4 for others in attendance.

A quorum was present the following business was conducted:

Minutes of the Last Meeting

Chairman Brenner presented the minutes from the last Board meeting. Chairman Brenner called for a motion to approve the minutes of the last meeting.

Lois Stockton moved that the minutes be approved.

William Hughes second.

The motion was carried unanimously.

Building Committee Report:

Chairman Brenner advised that we have made an application to the State Board on November 9, 2006 for the rate increase. The increase passed our local board vote. The State Board meeting will be on February 22 in Nashville. A big contingent will be helpful to attend to get the rate increase. Usually the rate increase is for 3 years. We are looking for the City and the County to come behind it to be a guarantee for the bonds. We have a verbal from both the City and County. That is where we are from the building committee.

Treasurer's Report/Audit Report:

Henry Brenner first introduced Adrianna Hoerter who presented the FY 05-06 audit report to the board. Copies were passed out to each board member. Adrianna Hoerter went over various portions of the audit report for the board. She advised there were three new sections as required by the State that were also included in the audit report. Adrianna Hoerter also advised if there were any question members could contact her at anytime.

In the absence of Sam King, Henry Brenner presented the financial report.

Henry Brenner moved to accept the financial report.
William Hughes second.
The motion was carried unanimously.

Director Chiozza noted the sheet showing the fund balances were named a little different to clarify the uses of the funds. Chairman Brenner went over this also.

Executive Committee Report:

Chairman Brenner advised there were three areas to be discussed. First was a report from Highland Capital Management. There is a letter in your packet from Highland Capital from mark Fleck. Mr. Fleck was in attendance and recognized. Chairman Brenner advised this was the second phase that was presented back in the summer to our board to move our money, our checking account from NBC Bank (SunTrust) to First Tennessee. First Tennessee had made a presentation. We were going to move the checking and the investment account but we only moved the checking only because it was too many things to do at one time. We wanted to get a smooth transition on the checking account. Chairman Brenner asked the executive Board and moved that we bring in Highland Capital Management that is owned subsidiary of First Tennessee or First Horizon Corp. They have been in the industry and they manage public funds. The book is there with the information.

Chairman Brenner asked if they also manage money for MLG&W. Mr Mark Fleck advised they do for the City of Memphis on the pension fund, City of Bartlett, Warren County Utility District, Tennessee Municipal league, Tennessee School Board Association. We have a lot of background in what we call public funds. We have a lot of background in managing public funds.

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Chairman Brenner advised that this would be a 2007 transfer, sometime in January 2007. This is a low fee for this of 20 basis points. This is different that the previous session we had we a First Tennessee representative who was a retail broker that would have charged us commissions and or fees and there still would have been some asset fees charged. I believe our account is large enough to be what I call intuitional and did not need to go through the retail arm of the bank. I recommend that we accept Highland Capital as our fixed income manager of the funds we bring in from the fees. Questions:

William Hughes asked do we have someone managing now and what is the reason. Chairman Brenner: It is because of the reporting system getting good reports from them and when we voted back in the summer we wanted to do both checking and investment accounts but I recommended holding up moving the investments accounts because I did not want to go to the retail side of the bank. They brought a retail broker in here and I recommended hold that decision up and brought it back up here now.

Barbara Duncan-Cody asked about the lack of reporting and if that has been discussed with the people who currently have the account. We called and asked about certain fees and the fee structure. Chairman Brenner advised you could look at the report from Highland Capital and he advised he believes we will have a higher return. Mr. Mark Fleck advised that they will be glad to sit down with our people and see what reports they need to close the books each month. They will customize them however we need them.

Chairman Brenner asked how much money Highland Capital has under management. Mr. Fleck advised they have roughly \$1.2 billion. That's spilt fairly even between stocks and bonds.

Henry Brenner moved to approve Highland Capital Management.
William Hughes second.
The motion was carried unanimously.

The second item is at the executive level and those of us who went to the State conference TENA is a District vehicle for the Director. I believe it is time for our District to obtain a vehicle. The Director conducted a survey back in July and he had 34 districts respond and of the 34 district 26 of them have owned and bought vehicles for the executive director and 8 have not. Of the 26 they own them out right. We have asked for three bids from Chevrolet dealers and two dealers responded which were Chuck Hutton and Gwatney which was for a Tahoe 2LT is the model 2007.

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Barbara Duncan-Cody asked about the survey which one is comparable to Shelby County because I know that Davidson County is not on the list. Director Chiozza advised that Davidson County 9-1-1 is part of their law enforcement. Since they are consolidated their 9-1-1 is part of like the police department.

Chairman Brenner noted that Hamilton and Knox also own cars. They own a Ford Explorer and a Chevy Blazer in Knox and Hamilton has a car there. We got bids on a Tahoe. We received bids and the low bid was \$30,000 and change from Chuck Hutton. Also we are spending about \$11,000 a year on mileage and rental expenses by the Director for expenses. A new car has a warranty for three years bumper to bumper so in three years if we continue with the pace were better off to replace it every three years.

Sandra Richards asked if this is a Chevy Tahoe and other Districts have a expedition or a blazer. Second question if a company provides a vehicle will it count as part as their income. Will this be counted as income?

Director Chiozza stated there is a formal you use as far as IRS taxes. We will get with our auditors and attorneys and there is a form you use as far as reporting this as a certain portion as income for the use of it. Chairman Brenner stated that as far as the size this is a little smaller than some of them. Some of the Districts smaller Districts have Expeditions, Explorers, Trailblazers most of them Fords and Dodge some very expensive. These are the small Districts that don't even have the income compared to what we have coming in. Mike Molder stated I don't think the size is an issue. Raymond is putting a lot of miles on his vehicle driving to Nashville and conducting business and wearing his vehicle out. This reimbursement that is giving doesn't do it.

Sandra was just asking if we look at the Ford. Chairman Brenner state he looked at the report and just saw a lot of Chevrolet. Mike Molder stated that the Ford Expedition came in with the County at about \$31,000 and some change on the State Contract.

Chairman Brenner stated we would like to purchase one for three years and let the warranty cover it. He has over 150,000 miles on his car and we want him to be able to make it to these meetings.

Chairman Brenner made a motion and asked for a second that the District purchase a vehicle for the Executive Director and take Sandra Richards comments in that we allow our auditors to advise on the portion that will be shown as income for taxes.

Henry Brenner moved to approve purchasing a vehicle.

Mike Molder second.

The motion was carried unanimously.

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Director Chiozza reported on the third item that the office personnel had gone to using Blackberry devices and suggested that the board members consider approving and obtaining these device for them if they do not already have a device so it would be easier for staff to contact them when needed.

Chairman Brenner asked how much the devices were. Director Chiozza advised they run about \$289 for the device. Chairman Brenner asked is that a one time charge. Director Chiozza advised that it is for the hardware device and about \$70 and an unlimited package of about \$35 monthly. Chairman Brenner advised with the building project going on the Executive Committee thought it would be a good idea. The purpose would be to receive email too.

Sandra Richards advised she thought it would be a very good idea. Henry Brenner advised this is good technology for the future. The board members who desire to have one get with the Director.

Sandra Richards moved to approve that all board members have a device.
Mike Molder second.
The motion was carried unanimously.

Director's Report

Director Chiozza advised the State Board met October 31, 2006 and at that meting they voted to give additional funding to Districts. The four largest Districts will be receiving \$918,000 per year. Also included in the report is how the formula is used. After so many years they Board will reevaluate this. They can come back and change this since this is not a law. We will receive this money in February 2007 and will be retroactive from July 1, 2006.

We mailed the application on November 9 to the State Board and we are tentatively schedule on the agenda for the next meeting Thursday, February 22 at 9:30 a.m. Rex Hollaway is already scheduled to come into town the week after Christmas. I and our consultant Bobby Thomas will be with him going to each PSAP to gather information.

The next item is the Public education Campaign. Every meeting I go to something comes up about either ambulance response times or issues with call answer time for 9-1-1. We are looking at doing a phase II public education campaign. Everyone is stating that we need a single non-emergency telephone number to call when it is not an emergency. We have been working towards that until the County can start a 3-1-1 service. We have a solution for this until a 3-1-1 system is in place. We have come up with 543-NEED. We

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have installed this number on the PBX that the District owns at 201 Poplar at no cost other than the telephone lines. With this number you can call and it will ask you if you want English or Spanish. After you select the number of your choice it will transfer you to the non emergency number for the particular PSAP for that community. This is a system that will work until there is a better solution or until the County and City come up with a 3-1-1 service. This is for any urgent situation but it is not an emergency. This is for that grey area of 9-1-1 when you do not know to call 9-1-1 or not. The biggest problem is that no one can remember the non emergency telephone numbers for each 9-1-1 center in the county. We want to create a campaign around the 543-NEED. We worked with BellSouth to come up with a number that would work for Chandler Ehrlich and Company to work a campaign around. Director Chiozza then dialed the telephone number and demonstrated the system to the board.

Chairman Brenner stated this is basically the second phase of the first phase of the blue ribbon campaign for education that we started. Director Chiozza advised we also have representatives from Chandler Ehrlich and Company here in attendance too.

Doctor Duncan-Cody asked a question. She stated that she remembered what the original budgetary item was and this seems quite a bit different from that. She stated that the committee needs to actually look at this before this is voted on.

Director Chiozza advised that we will get a presentation together and bring it to the Public Education committee and go over it. Director Chiozza stressed to the entire board that everywhere he goes to various meetings this past Monday and this is the hot topic. Doctor Duncan-Cody advised she agreed but she wanted the committee needed more input before this is voted on. Director Chiozza agreed and stated we would get a meeting scheduled.

Director Chiozza then advised of the PSAP managers meeting that was held and advised the managers of the State Standards that have been developed.

Director Chiozza also advised that the Shelby County Fire Department PSAP will possibly be relocating due to interference issue. The District will be working up cost estimates that will be presented at one of the next several board meetings to relocate the Districts equipment at this PSAP.

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Director Chiozza presented the costs for the magic servers in each PSAP. The total price for all 15 sites is \$442,373. Director Chiozza requested a motion that budget line #1308 be amended and this project be approved.

Lois Stockton made motion to approve.
William Hughes second.
The motion was carried unanimously.

Director Chiozza also went over additional information from the State on the issuance for a RFP or RFI for a statewide network for Next Generation 911.

Director Chiozza also provided a list of all the conferences for the coming year.

Old Business: None

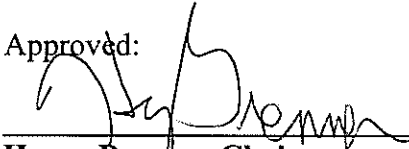
New Business: None

Chairman Brenner adjourned the meeting at 9:22 a.m.

Others in Attendance:

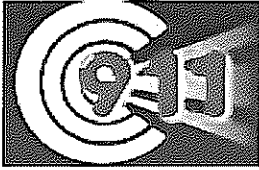
Libby Kelly		Raymond Chiozza
Michael Marshall		Jim Marineau
David Townsend		Ben Witt
Mel Schuerman		Tommy McCaskill
Sue Robbins		Adrianna Hoerter
Ted Fox		Harold Truebger
Curt Pierce		Bill Lloyd
Wink Downen		Bobby Thompson
Mark Fleck		

Approved:


Henry Brenner Chairman

Samuel King, Secretary/Treasurer was Absent for this meeting

Minutes transcribed by: Raymond Chiozza



Emergency Communications District of Shelby County

6470 Haley Road
Memphis, Tennessee 38134-7965

Telephone (901) 380-E911
Fax (901) 380-4707

ROLL CALL

**Shelby County Emergency Communications District
December 7th, 2006 Board Meeting**

Absent **Present**

Henry Brenner

Dr. Barbara Duncan-Cody

William Hughes

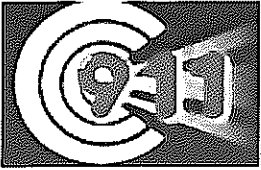
Samuel King

Mike Molder

Sandra Richards

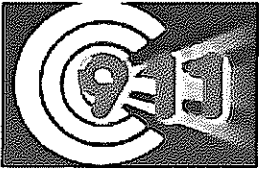
By Telephone

Lois Stockton



Shelby County Emergency Communications 9-1-1 District
Shelby County ECD Board Meeting
Sign-In Sheet December 7th, 2006

- | | |
|----------------------------------|----------------------|
| 1. <u>David Townsend - CPD</u> | 2. <u>Ritky Keeg</u> |
| 3. <u>Tommy McCaskill - CPD</u> | 4. _____ |
| 5. <u>Bobby Thompson</u> | 6. _____ |
| 7. <u>William Hughes 911</u> | 8. _____ |
| 9. <u>M. Pollock</u> | 10. _____ |
| 11. <u>CURT PIERCE - FLEMING</u> | 12. _____ |
| 13. <u>B. Duka - CP</u> | 14. _____ |
| 15. <u>PAUL SCHNEIDERMAN</u> | 16. _____ |
| 17. <u>LOIS H. STOCKTON</u> | 18. _____ |
| 19. <u>Adriann Hoerster</u> | 20. _____ |
| 21. <u>WINK DOWNEN</u> | 22. _____ |
| 23. <u>Mark Fleck</u> | 24. _____ |
| 25. <u>Ben Witt</u> | 26. _____ |
| 27. <u>Don By</u> | 28. _____ |
| 29. <u>Tim MARINER</u> | 30. _____ |



*Shelby County Emergency Communications 9-1-1 District
Shelby County ECD Board Meeting
Sign-In Sheet December 7th, 2006*

1. Barbara Duman-Coy

3. [Signature]

5. _____

7. _____

9. _____

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21. _____

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27. _____

29. _____

2. [Signature]

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30. _____

545-4511
Ment

MEMA