

**SHELBY COUNTY 9-1-1 DISTRICT
BOARD OF DIRECTOR'S
MEETING MINUTES
THURSDAY, OCTOBER 4th, 2007**

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 meeting to order at 8:34 a.m. and called the roll. The following board members were present: Henry Brenner, Dr. Barbara Duncan-Cody, William Hughes, Samuel King, Mike Molder, and Lois Stockton.

Absent: Sandra Richards. Others in attendance are listed on page five.

A quorum was present and the following business was conducted:

Meeting Minutes

Chairman Brenner presented the minutes from the last Board meeting and Secretary/Treasurer King called for acceptance of the minutes of the last Board of Director's meeting (August 2, 2007).

Sam King moved to approve the minutes
William Hughes second
The motion was carried unanimously

Treasurer's Report

Secretary/Treasurer King presented the financial reports.

Secretary/Treasurer King moved to approve the financial report
William Hughes second
The motion was carried unanimously

Use of 9-1-1 funds

Board Attorney Mike Marshall updated the Board on the 543-NEED and other advertising requests we have been made aware of lately as it relates to the use of 9-1-1 funds. Mike advised he requested an opinion from the State Attorney General on this since we have had some requests for use of our 9-1-1 funds for these purposes. Mike advised in brief that Emergency Communications 9-1-1 District of Shelby County funds are to be used solely for Emergency Communications 9-1-1 District of Shelby County business. The opinion was provided to the board.

Public Education Presentation

Chairman Brenner noted the new TV and Radio spots for the new public education campaign and stated they were awesome. Lisa Pratt with Chandler Ehrlich and Company advised that the campaign is well underway and noted the number of TV spots, radio spots, outdoor boards, bus shelter locations, bus wraps and King Wraps and also leave behind cards and also Spanish version of the cards.

Director's Report

Director Chiozza reported the Shelby County Fire Department PSAP temporarily relocated into the Shelby County Sheriff's PSAP on Monday October 1st. This move is temporary while some of the equipment is relocated into the new PSAP location, which should be a two week process, and then the County fire will move into there new location.

Director Chiozza advised that work continues on the Request for Proposal for the maintenance and upgrades of the four Nortel PBX switches at some of the PSAPs. We hope to try and have a recommendation to the board by the December board meeting.

Director Chiozza went over the request by the Memphis Police Department on there backup PSAP. They are expanding the backup PSAP to better accommodate the number of calltakers and radio dispatchers that would be needed if they were to evacuate to this backup PSAP. In doing this the Memphis Police is requesting the 9-1-1 District to relocate the 9-1-1 equipment to a new room at this site and also fund the removal of a wall to better accommodate the calltakers. The costs for this were provided as shown:

Integrated Communications

| | |
|--|-------------|
| Relocate and rewire the 9-1-1 calltaker position to the new location: City of Memphis General Services Division | \$9,807.00 |
| Renovations to backup 9-1-1 PSAP location – Not To exceed | \$10,000.00 |
| Contingency | \$1,000.00 |

Director Chiozza requested approval for the District to fund the entire portion to relocate and rewire the 9-1-1 calltaker positions at the estimate cost of \$9,807.00. He also requested the Board to fund 50% of the total renovation cost not to exceed \$5,000.00 on the part of the District and an overall contingency of \$1,000. He requested that budget line #4232 be amended by \$15,807.00 for this project.

Doctor Duncan-Cody asked why would the board fund the expansion or wall renovation. Doctor Duncan-Cody asked why we would do this. Lois Stockton advised she visited the PSAP and they told her about the backup PSAP needed renovation. Mr. Hughes noted that the request was for up to a certain amount of the funds (50%). Doctor Duncan-Cody stated her question was why we were doing any of the renovation when we are responsible for the equipment. Mr. Hughes stated he was in favor of it since we are part of the operation there. Mr. Hughes moved that we accept it. If it was for the whole \$10,000 I would then have a problem with it. Chairman Brenner state that in the past Director Chiozza has come to the board with similar requests in the past and we have not funded the full cost of any type of renovation like Doctor Duncan-Cody is talking about. Director Chiozza wants the City to participate in some of that cost.

Secretary/Treasurer King moved to approve the financial report
William Hughes second
The motion carried with a 5 – 1 vote of the board

Doctor Duncan-Cody stated we need to start thinking about the precedent we have set in the past that we need to reexamine it when we are talking about trying to have funds for a building if every project that comes up we then dabble here and dabble there, when we are responsible for the equipment. Chairman Brenner advised so noted.

Director Chiozza advised the Board that The Regional Geographical Informational Council (REGIS) has made one of there Board position for the 9-1-1 District. This was approved by the County Commission.

Director Chiozza advised the board that the District is still discussing with the University of Memphis' Center for Partnerships in GIS the feasibility of working in partnership on GIS data. More information will follow in future meetings.

Director Chiozza advised that the Tennessee Emergency Communications Board has appointed him to serve on the Policy Advisory Committee. This would involve several additional trips to Nashville. A letter from the State Director was provided on this item.

Director Chiozza distributed the new County Travel Policy. One item noted was the use of CUSEC rates for meals and incidentals (M & I). You will have to look at that rate to see what the reimbursement is for that particular city. He also noted that the day of travel and day of return the rate is 75% of the set rate. These items along with some more were highlighted in the policy that was provide to each board member.

Lois Stockton asked Director Chiozza to remind board members about the tips. Director Chiozza advised board members that the policy states that "tips" are included within the "meals and incidentals" reimbursement for each day and is not a separate reimbursement item.

Director Chiozza then provided a map to each board member of where the bus shelters are located with the public education campaign message on them and the sheet posters are located at. He advised this is the same information that was mailed out to each board member last week. Also included was a sheet with the recap of invoices on what we have spent to date on the campaign.

Lois Stockton asked what the banner at the "Stone Soul Picnic" reflected. Public Education Coordinator Sue Robbins advised she had the banner and could show her. We will be able to use it at other events too when needed. The banner shows our logo with our web site address on it.

Director Chiozza also provided a list of all the meeting dates next year along with the conference dates for next year.

Director Chiozza provided a copy to each board member the code of ethics the board passed at the August meeting. Included is a form that each employee and board member needs to fill out on disclosing any items. The form will be kept on file and also a copy sent to the clerk of the State Ethics Commission per attorney Mike Marshall.

Chairman Brenner stated that on the building project the City still would like to build the building. The City would still like to keep the building project alive and to continue it. The longer the project is delayed the cost continues to grow. Chairman Brenner stated that Secretary Treasurer Sam King has talked of "not to exceed" limits for this building now and not the whole building. Chairman Brenner stated that Doctor Duncan-Cody is correct that we may not have all the funds available to do the building.

Chairman Brenner advised the next Meeting is Thursday December 6th at 830 a.m.

Sue Robbins gave a update on the postcards you have in your packet. The library system will have them available at each library and also will be meeting with neighborhood watch groups and very good feed back on the campaign. Sue advised she will also be meeting with WLOK Baptist Ministers wives.

Board of Director's Meeting Minutes
October 4th, 2007
Page Five

Old Business

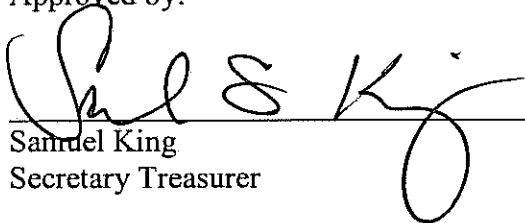
None

New Business

None

Chairman Brenner adjourned the meeting at 9:02 a.m.

Approved by:



Samuel King
Secretary Treasurer

Others in attendance

Bobby Thompson
Mike Marshall
Lisa Pratt
Brian Waldron
Billy Hiner
Libby Kelly
Carol J Walker
Rick Barcafer (not signed in)

H. 17.



Shelby County Emergency Communications District
6470 Haley Road Telephone (901) 380-E911
Memphis, Tennessee 38134 Fax (901) 380-4707

ROLL CALL
Shelby County Emergency Communications District
October 4th, 2007 Board Meeting

| <u>Absent</u> | <u>Present</u> | |
|-------------------------------------|-------------------------------------|-------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Henry Brenner |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Dr. Barbara Duncan-Cody |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | William Hughes |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Samuel King |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Mike Molder |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sandra Richards |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Lois Stockton |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Vacant Position |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Vacant Position |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Vacant Position |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Vacant Position |

OCT 4/
2007
[Handwritten Signature]



Shelby County Emergency Communications District
ECD Board Meeting
Sign-In Sheet October 4th, 2007

- | | |
|---------------------------------------|-----------|
| 1. <u>M. Mally</u> | 2. _____ |
| 3. <u>Wm. Hughes 9-11</u> | 4. _____ |
| 5. <u>Bobby Thompson</u> | 6. _____ |
| 7. <u>Lisa Pratt-Chandler Ehrlich</u> | 8. _____ |
| 9. <u>Brian Waldron - NatM</u> | 10. _____ |
| 11. <u>Bill HINER - BARTLOT (D)</u> | 12. _____ |
| 13. <u>Robby Kelly SCSO</u> | 14. _____ |
| 15. <u>CJ Walsh</u> | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |
| 21. _____ | 22. _____ |
| 23. _____ | 24. _____ |
| 25. _____ | 26. _____ |
| 27. _____ | 28. _____ |
| 29. _____ | 30. _____ |



Shelby County Emergency Communications District
ECD Board Meeting
Sign-In Sheet October 4th, 2007

1. D. Duncan City

3. Spice Director

5. Paul D King

7. William Hughes

9. _____

11. _____

13. _____

15. _____

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29. _____

2. Paul R. Bell

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30. _____