

**SHELBY COUNTY 9-1-1 DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
THURSDAY, DECEMBER 3, 2009**

The Shelby County Emergency Communications District Board of Directors met at the Shelby County 9-1-1 District office, 3150 Lenox Park Blvd., Suite 108, Memphis, Tennessee.

Chairman Stockton called the Board of Director's meeting to order at 8:34 a.m.
Chairman Stockton called the roll and the following Board members were present:
Henry Brenner, Dr. Barbara Duncan-Cody, William Hughes, Michael Molder, Samuel King, Lois Stockton, Dr. Bianca Sweeten
Absent: Sandra Richards, Clifton Dates.

See Page 4 for others in attendance.

A quorum was present and the following business was conducted:

Minutes of the Last Meeting

Chairman Stockton called for a motion to approve the minutes of the last meeting.

*Vice-Chairman King moved to approve the minutes
William Hughes second
The motion was carried unanimously*

Treasurer's Report

Vice-Chairman King presented the financial report and fund balances

*Vice-Chairman King moved to accept the financial report
Dr. Duncan-Cody second
The motion was carried unanimously*

Public Education Committee (Dr. Bianca Sweeten, Chair)

Henry Brenner presented the proposal for Champion Awards to produce the tee-shirts for the public education campaign. Mike Bowen was here to represent Champion Awards; samples of the tee shirt were shown to the board members. Budget line 4415 would need to be amended \$133,750 for the production of the tee shirts.

*Henry Brenner moved to amend the budget and use Champion to produce the tee shirts.
Dr. Duncan-Cody second
The motion was carried unanimously*

Building Update (Henry Brenner, Chairman)

Henry Brenner and Attorney Marshall advised that the Resolution on Participating in a Joint Call Taking Facility was expiring on Friday, December 4th.

Director's Report

Director Chiozza advised that inter-local agreements have been obtained with Shelby County Government and Shelby County Sherriff's Office. Mike Marshall is close to getting the agreement signed with the City of Bartlett and will be working on the City of Memphis. The District needs the agreement to seek reimbursement for available equipment reimbursement funds and training funds for each PSAP.

The auditor has requested the Board adjust the threshold amount the District uses for it's Capitalization Policy for items that will be capitalized and depreciated. The previous amount was set at \$1,000.00.

Director Chiozza requested a motion that The Shelby County 9-1-1 Emergency Communications District set a threshold amount of \$5,000 for items that will be capitalized and depreciated.

Sam King moved the motion to increase the capitalized and depreciated amounts.

William Hughes second

The motion was carried unanimously

Equipment Reimbursement

Director Chiozza sent in an application packet seeing \$190,000 in reimbursement funds under the State of Tennessee Emergency Communications Board's Planned Equipment Reimbursement program. He is applying for the funds against the capital outlay for the upgrade of 9-1-1 controller equipment in the Collierville Primary and Backup PSAPs and the Germantown PSAP for \$150,000 and \$40,000 under 9-1-1 Controller replacement reimbursement program.

APCO TTY-Call recognition and Processing Training Video

The District purchased for \$50.00 an on-line training video on "TTY Call recognition and Processing Video. All PSAPs were provided a username and password to long on the APCO website so each dispatcher from each Shelby County PSAP may log in and take the training on their time schedule. The video will assist PSAPs in becoming and maintaining compliancy with the Department of Justice rules for PSAPs pertaining to receiving TTY TDD 9-1-1 calls from hearing impaired individuals.

Tennessee Emergency Communications Board Meeting

At the last State Board meeting held on November 19, 2009 the board passed a Training Fund program for Dispatcher Training. The State Board will include training funds equal to approximately \$4,000 per position for each PSAP. The funds will be disbursed during the January disbursement period and will be included in the Operational funding funds the District receives from the State board. It is anticipated that approximately \$300,000 will be received by the district and will be available for each local PSAP to use for training.

Budget Line Item Transfer

Director Chiozza requested a motion to approve transferring \$200 from budget line 4202 (Custodial Supplies) to line 4306 (Uniforms and shirts).

Dr. Duncan-Cody moved to transfer the funds

Samuel King second

The motion was carried unanimously

Director Chiozza discussed legislative matters before the State Board. There will be some openings on the board if the Governor does not make reappointments. There will be an opportunity for the district to submit names for the state board. It was recommended that Henry Brenner and Sandra Richards names be submitted to the Governor for appointment to the State Board

Samuel King moved to submit the names to the Governor

Michael Molder second

The motion was carried unanimously

Funding to Send PSAP Dispatchers to TENA Conference:

Director Chiozza presented a proposal that if the funds are available and approved annually within the District's budget to pay the entire costs and expenses associated with sending two individuals i.e. any dispatcher, supervisor or commander or any combination within the PSAPs or directly over the PSAP to the Tennessee Emergency Numbers Associations (TENA) State conference that is held once each year. The District will reimburse the municipality/agency for the cost associated with the individual to attend the conference. **Total estimated cost to send 2 dispatchers from the 8 PSAPs would be \$14,608.00 and for the District to pay the \$125 registration cost for any other dispatcher who desired to attend the conference.**

Henry Brenner moved to approve the proposal

William Hughes second

The motion was approved unanimously

Old Business/New Business

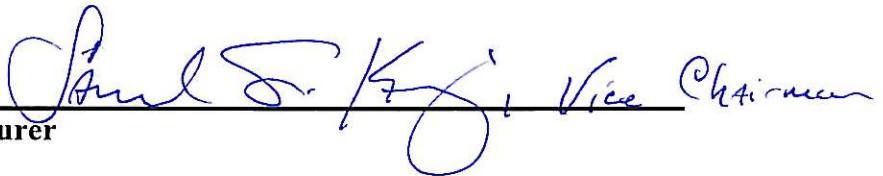
None

Chairman Stockton adjourned the meeting at 9:41 a.m.

The next regularly scheduled meeting will be Thursday, February 4, 2010

Minutes approved by:

Sandra Richards, Secretary/Treasurer

 *Paul S. King, Vice Chairman*

Minutes Transcribed by: Patricia Evans, Office Manager

Others in Attendance

| | |
|---|---------------------------|
| Michael Bowen | Bill Kinkade |
| Corey Howard | Stephanie Berryman |
| Mike Marshall, Attorney, (Evans & Petree) | Raymond Chiozza, Director |
| Libby Kelley | Patricia Evans |
| Tina Schaber | |
| Harold Truebger | |
| John Hanna | |
| C. J. Walker | |
| Bobby Thompson | |
| Mary Balee | |
| Michael Putt | |
| Michael Spencer | |
| Sue Robinson | |



AGENDA

**Shelby County 9-1-1 District
Board of Directors Meeting
Thursday, December 3, 2009, 8:30 a.m.**

Call to Order/Roll Call (Chairman Lois Stockton)

Review Minutes of Last Board Meeting (October 8th, 2009)

Treasurer's Report: (Secretary/Treasurer Sandra Richards)

- ◆ Financial Report.
- ◆ Fund Balances.

Public Education Committee: (Chair Dr. Bianca Sweeten, Henry Brenner)

- ◆ Review Public Education T-Shirt Proposal - cost, quantity & distribution.

**Executive Committee: (Chair Lois Stockton, Vice-Chair Sam King, Secretary
Treasurer Sandra Richards, Previous Chair Henry Brenner)**

- ◆ Mike Marshall – Expiring Resolution on Participating in a Joint Call Taking Facility

Director's Report:

- ◆ Raymond Chiozza

**Old Business
New Business
Adjourn**

ROLL CALL

**Shelby County Emergency Communications District
December 3rd, 2009 Board Meeting**

| <u>Absent</u> | <u>Present</u> | |
|-------------------------------------|-------------------------------------|-------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Henry Brenner |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Clifton Dates |
| <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 type="checkbox"/> | <input checked="" type="checkbox"/> | Dr. Bianca J. Sweeten |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Vacant Position |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Vacant Position |

- | | |
|------------------------|-----------|
| 1. John Hanna | 2. _____ |
| 3. Bobby Thompson | 4. _____ |
| 5. Corey Hume | 6. _____ |
| 7. B. Munn - Coz | 8. _____ |
| 9. William Hughes | 10. _____ |
| 11. Mark H. Mott | 12. _____ |
| 13. Bill Kirkade | 14. _____ |
| 15. Michael Spencer | 16. _____ |
| 17. Stephanie Berryman | 18. _____ |
| 19. Ribby Kelly | 20. _____ |
| 21. Mike Bawson | 22. _____ |
| 23. Tina Schaber | 24. _____ |
| 25. J. Walker | 26. _____ |
| 27. Dan Bdee MED | 28. _____ |
| 29. Nichol P. Pratt | 30. _____ |