

**SHELBY COUNTY 9-1-1 DISTRICT  
BOARD OF DIRECTOR'S  
MEETING MINUTES  
THURSDAY, FEBRUARY 7, 2013**

**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.

Due to the Board not having a Chairman, **Director Chiozza** called the Board of Director's meeting to order at 8:31 a.m.

Director Chiozza called the roll and the following Board members were present: **Beky Anderson, Trey Carter, Cliff Dates, Kevin Fields, Jason Farmer, Dr. Bianca Sweeten, Glen Kneeland, Bruce Kramer.** **Rashana Lincoln** arrived after roll call *A quorum was present*

Director Chiozza asked that the audience members introduce themselves; their names are listed on **page 6 under Others in Attendance.**

Attorney Marshall conducted the election of officers (Executive Committee)

**Chairman**

**Jason Farmer** nominated **Kevin Fields**

Dr. Sweeten second

**Kevin Fields** was elected **Chairman** by a **unanimous vote**

**Vice Chairman**

**Rebeka Anderson** nominated **Bruce Kramer** (received 3 votes)

Glen Kneeland second

**Clifton Dates** nominated **Jason Farmer**

Dr. Sweeten second

**Jason Farmer** was elected **Vice Chairman**

**Secretary/Treasurer**

**Jason Farmer** nominated **Trey Carter**

Cliff Dates second

**Trey Carter** was elected **Secretary/Treasurer** by a **unanimous vote**

**Chairman Fields** asked the new board members to introduce themselves



**Approval of the Meeting Minutes of October 4 and December 6, 2012**

Chairman Fields called for a motion to approve the minutes

*Jason Farmer moved that both minutes be approved*

*Dr. Sweeten second*

*The motion to approve the minutes was unanimously approved*

**Secretary/Treasurer's Report**

Director Chiozza presented the financial report.

*Jason Farmer moved to accept the financial report*

*Glen Kneeland second*

*The motion was approved unanimously*

Director Chiozza presented the FY 2011/2012 Audit Report and reported that the Executive Committee had previously approved the report during the September Executive Committee meeting and gave it to the Shelby County Government for inclusion in their financial report to the State.

*Jason Farmer moved to accept the Audit report*

*Cliff Dates second*

*The motion was unanimously approved*

**Amendment to the Bylaws (second reading)**

Attorney Marshall explained the Bylaws changes

*Bruce Kramer moved to accept the Bylaws changes*

*Jason Farmer second*

*The motion was unanimously approved*

**Director's Report**

**9-1-1 Controller's at MPD, MFD and SCSO PSAPs.**

The district staff and representatives from Memphis Police, Shelby County Sheriff's Office and Memphis Fire Department had a demo of the Vesta 4.0/5.0 , November 14 in the district office Board room.

**SCSO and SCFD PSAPs CAD Systems.**

The Shelby County Sheriff's Office and the Shelby County Fire Department along with Mission Critical conducted a kickoff meeting, November 5 through November 7. Mission Critical will be moving forward with writing the Request for Proposal for a CAD System for the Shelby County Sheriff's Office & Shelby County Fire Department.

**Director's Report** (continued)

**MPD CAD System "Due Diligence" Phase.**

The "due diligence" was conducted October 22-25, 2012. The district office provided our Board/Training room for use by Mission Critical Partners to bring in CAD vendors. Mission Critical Partners and MPD personnel asked detailed questions of their engineers on the CAD systems. District personnel reviewed the mapping portions of CAD systems that we had not yet approved. Memphis Police and Mission Critical are finalizing the RFP for the MPD to issue soon.

**Request to Amend Funding for Bartlett Police Computer Aided Dispatch System (CAD).**

The Bartlett Police PSAP received approval for their Visions CAD funding June 2012. At that time the Backup PSAP had not been completed and now that it is almost completed we want to obtain funding for the Visions CAD equipment. The estimate for the equipment is \$165,000. Director Chiozza recommended a motion that the Board of Directors approve the requested funding of \$165,000 plus a 10% contingency of \$16,500 for a total of \$181,500 by amending budget line 1308 Communications Equipment and providing the additional reimbursement funding to the Bartlett Police /City of Bartlett for the Visionair CAD System in the Backup PSAP.

**\$963,079 was previously approved plus a 10% contingency of \$96,308 for a total of \$1,059,387. The total funding will now be \$1,240,887**

*Jason Farmer moved to approve the Bartlett CAD system funding  
Rashana Lincoln second  
The motion was carried unanimously*

**FCC Letter of Inquiry.**

Director Chiozza stated that he filed a letter of inquiry with the FCC concerning PSAP support for "Text to 9-1-1." State 9-1-1 Director, Lynn Questell requested our position be expressed in a letter of inquiry to the FCC, Public Safety and Homeland Security Bureau.



**Director's Report** (continued)

**NSA Millington** (Navy Base).

There was a meeting on November 27, 2012 at the NSA Base concerning their plans for the PSAP. We hope to find out more information about what the Department of Defense U.S. Navy will be doing with the 9-1-1 equipment and their final configuration in the next several months.

**Memphis Fire PSAP Re-Accredited as a Center of Excellence.**

The International Academy of EMD Board of Accreditation has voted unanimously to approve the City of Memphis Fire Communications as a Center of Excellence. This is for the Emergency Medical Dispatching (EMD) program. This PSAP initially attained this designation in 1995 as the 7<sup>th</sup> Center of Excellence in the World. Congratulations go out to the staff, dispatchers in the PSAP and the Quality Improvement Paramedics who oversee the program. A copy of the letter was provided.

**Budget Line Item Transfer.**

Director Chiozza requested a motion to approve the following budget line item transfer for the FY 12-13 budget.

\$25.00 from budget line 4229 Furniture and Fixtures to budget line 4001.1 IRS Car Allowance

*Jason Farmer moved to approve the budget line transfer*

*Beky Anderson second*

*The motion was unanimously approved*

**NG Mapping Project.**

During the August Board meeting the Board voted to approve the selection of GDR but with the re-interviewing of one company and reselecting GDR, we wanted to bring the Board up to date and get an approval to sign the contract once it has been finalized and approved by the District's attorney.

Director Chiozza asked for a motion to approve signing the contract with GDR as was done at the August 2012 Board meeting. Approximate Total is \$3,683,817 which includes additional added value options of \$89,380 plus a 20% contingency of \$736,763 for a total of \$4,420,580.00.

*Jason Farmer moved to approve the GDR contract*

*Dr. Sweeten second*

*The motion was carried unanimously*

Meeting Minutes  
February 7, 2013  
Page 5

**Director's Report (continued)**

***First Tennessee Bank Check Signers Resolution***

***Jason Farmer moved to approve the check signers of the District checking account***

***Clifton Dates second***

***The motion was carried unanimously***

Director Chiozza reviewed the future projects list.

**Old Business**

**Chairman Fields** recognized former Board member Henry Brenner, who requested that the Board fund the advertising for the Memphis Fire Museum in the amount of \$50,000. Director Chiozza advised that he had already made arrangements with our public relations firm, Sullivan Branding to advertise the fire museum 9-1-1 Safety Theatre along with other a 9-1-1 ad that meets the intent of the 9-1-1 law. The Board attorney Mike Marshall approved the ad as meeting the 9-1-1 state law. Director Chiozza presented the ad that is planned. Jason Farmer suggested that the ad be staggered to allow the ad to run longer. Director Chiozza advised the museum's manager desired these months as this is when there are many visitors to Memphis.

Chairman Fields thanked Henry Brenner for his years of service on the 9-1-1 board.

Chairman Fields proposed that the Board find ways to help the citizens to know where they are when calling 9-1-1 from a wireless phone.

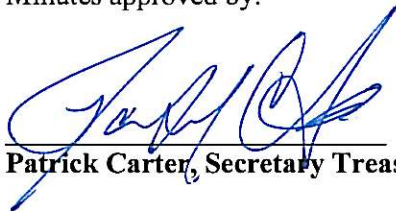
Meeting Minutes  
February 7, 2013  
Page 6

**New Business**  
None

There was no further business to come before the Board. Chairman Fields adjourned the meeting at 9:34 a.m.

The next regularly scheduled meeting will be **Thursday, April 3 2013, 8:30 a.m.**

Minutes approved by:



**Patrick Carter, Secretary Treasurer**

**Minutes transcribed by: Patricia W. Evans, Office Manager**

**Others in Attendance**

Raymond Chiozza  
Patricia Evans  
Michael Marshall  
Libby Kelly  
Bobby Thompson  
Sue Robinson  
Harold Truebger  
Caren Creason  
Ashley Wathen  
Corey Howard  
C.J. Walker  
Timothy Zimmer  
Carlton Ray  
Chris Page  
Christy Howell  
Tom Needham  
John Hanna  
Roberta Ivory  
Tom Needham