



Shelby County Emergency Communications District

3150 Lenox Park Blvd., Suite 108

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**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
February 6, 2014**

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, February 6, 2014, at 3150 Lenox Park Blvd. Suite 108. The meeting was called to order at 8:41 AM.

Board Members Present: R. Anderson, Patrick Carter, C. Dates, K. Fields, B. Kramer, G. Kneeland, R. Lincoln, B. Sweeten, M.D.

Board Members Absent: J. Farmer (joined via conference telephone)

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

Additionally Present: R. Thompson, Shelby County 911, Michael Marshall, Esq., Evans Petree P.C., A. Wathen, The Marston Group, PLC, Corey Howard, Shelby County Fire Department, Rex Hollaway, Roberta Ivory, Mike Brashear, Dawn Downer, C.J Walker, Mursil Makhaim, Greg Spadorcio, Mark Heath, Lela Garlington

Call to Order and Roll Call

Chair Fields called the meeting of the Board of Directors to order. He began by a roll call of the members. Finding a quorum present, the meeting commenced.

Opening Remarks

Chair Fields extended a return welcome to Board member Clifton Dates.

Review and Approval of December 5, 2013 Minutes

Chair Fields confirmed everyone had the opportunity to review the minutes from the December 5, 2013 meeting. He requested a motion to approve the minutes.

Director Carter offered a motion to approve the minutes.

Director Sweeten seconded the motion.

The board voted 9-0 to approve the minutes from the December 5, 2013 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 Patrick Carter.

- **Financial Report**

Director Carter presented a review of the revenue for the period July 1, 2013 through June 30, 2014 as follows:

- \$4.7 million total year-to-date revenue,
- \$4.8 million total year-to-date expenses,
- \$ -165 thousand net year-to-date income.

- **Fund Balances and Investments**

Director Carter presented a review of the Working Capital Accounts as of January 29, 2014 as follows:

- Working Capital Investment Fund
 - \$10.4 million, Highland Capital Management,
 - \$ 3.7 million, First Tennessee Bank Checking
- \$14.0 million, Total Working Capital Accounts

Director Carter further added a review of the Reserve Fund Account as of January 29, 2014 as follows:

- Reserve Fund Account
 - \$21.6 million Highland Capital Management
- \$21.6 million Total Reserve Fund Account

The total Fund Balance and Investments as of January 29, 2014 are \$35.6 million.

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

Director Kneeland seconded the motion.

The board voted 9-0 to accept the Treasurer's Report as presented by Director Carter.

Cost of Investment Analysis

Chair Fields advanced the agenda to the next item for consideration: An update from Board Attorney Michael Marshall regarding investment cost analysis.

Mr. Marshall requested additional direction from the Board concerning the scope of investment analysis. After a brief discussion amongst the Board members, the following concerns emerged:

- awareness that the amount of funds on hand will decrease upon completion of payment for current projects
- costs are based on current balances and percentage points
- the desire for the funds to remain local; Shelby County based
- concern regarding one financial institution housing and having control funds
- competitive options
- remain open to all options that are the best for the County

The discussion concluded with the Board requesting a side-by-side comparison of the potential fund managers that includes basis points and fees.

Chair Fields requested a motion to have Mike Marshall continue with the requested cost analysis and provide the Board with a final report.

Director Anderson offered a motion.

Director Farmer seconded the motion.

The board voted 9-0 to have Mike Marshall continue with the requested cost analysis and provide the Board with a final report.

Executive Director's Report

Chair Fields advanced the agenda to the next item for consideration: A review of the Executive Director's report. Mr. Chiozza presented information on the following:

- TENA Legislative Affairs Committee

The Board was provided the new 9-1-1 funding legislation, SB2407 and HB2255. As of January 29, 2014 the House and Senate had 62 and 23 co-sponsors, respectively. While most Districts believe the legislation may not be the best, it is better than the alternative bill known as SB1317. The new bill (SB2407 and HB2255) also minimizes the cuts that were included in the previous bill that has since been withdrawn. The TENA Board did endorse the new bill in January and it is expected to be signed by the Governor by the end of February.

In addition, caption bill SB2500 and HB2454 was presented on February 5, 2014. The purpose of this bill may be to potentially change the standard operating procedure of the State of Tennessee Board. This bill also includes changing the pricing of business, residential and wireless lines to \$1.16. Our funding rate would be set at the 2012 rate. However, the bill would go into effect January 2015, if signed by the Governor. Until the vote is taken on this particular bill, no additional projects will be implemented by the District.

- Mission Critical Partners Contract

Mike Marshall is negotiating modification of the current contract as we have exceeded the stated dollar amount. The various PSAP's desire to continue working with Mission Critical Partners throughout the implementation phase. Areas of the contract will include the following:

- CAD procurement and implementation,
- MPD PSAP staffing review
- Management of removal and disposal of Avaya Tel Systems
- AVL interface implementation and
- PSAP remodel "facelift" phase (based on availability of funds).

No modification of this year's budget is required at this time.

Chair Fields requested a motion to have Mike Marshall continue the negotiations to modify the current contract with Mission Critical Partners.

Director Kramer offered a motion.

Director Lincoln seconded the motion.

The board voted 9-0 to have Mike Marshall continue the negotiations to modify the current contract with Mission Critical Partners.

- Mapping Project and State NG911 Project

The staff has been working on the Master Street Address Guide (MSAG) to obtain the 98% mark as required by the State of Tennessee. As of today we believe we are close to or higher than the 98% goal. Representatives from GDR are present. They met with our staff yesterday to complete some of the final tasks.

- CAD Systems

- Shelby County Sherriff and Fire Departments

- In conjunction with Mission Critical Partners, the “notice to award” information has been forwarded to the purchasing department and the County Mayors Office.

- Memphis Police Department

- The CAD selection team is progressing as they are embarking on upcoming site visits.

- Negative Change in Net Position

The District spent more funds than those received during the FY12 – 13 ending June 30, 2013. As noted under accounting principles, the Districts reserve funding has no impact on net asset changes. This was anticipated as a result of the “build-up” of funds over the past ten years. A copy of the letter from the Tennessee State 9-1-1 Director, the Districts formal reply and TECB Policy #16 has been provided to the Board members.

- Training Classes

Disaster Operations and the Communication Center (APCO) will be held here on March 11, 2014 at 8:30 AM.

- 2014 Board Meeting and Conference Dates

Please advise Carmen Tyler of your plans to attend any of the conferences listed below as hotel reservations and conference registrations have begun. Discounts on registration is offered by APCO on Flash Day (April 1, 2014).

The schedule for the upcoming 2014 Executive Committee and full Board of Directors meeting dates are as follows:

| Executive Committee Meeting Dates | 9-1-1 Board Meeting Dates |
|--|----------------------------------|
| Friday, January 24, 2014 | Thursday, February 6, 2014 |
| Friday, March 21, 2014 | Thursday, April 3, 2014 |
| Friday, May 23, 2014 | Thursday, June 5, 2014 |
| Friday, July 25, 2014 | Thursday, July 31, 2014 |
| Friday, September 19, 2014 | Friday, October 3, 2014 |
| Friday, November 21, 2014 | Thursday, December 4, 2014 |

The conferences for 2014 are scheduled as follows:

- NENA, Nashville, TN Sat., June 14, 2014 - Thurs., June 19, 2014
- APCO, New Orleans, LA Sat., Aug. 2, 2014 - Thurs., Aug. 7, 2014
- TENA, Murfreesboro, TN Sun., Sept. 28, 2014 - Wed. Oct. 1, 2014

- 5 Year Cost Projections

A list of approximate fund outlay was provided to the Board.

Executive Director Chiozza concluded his report.

Chair Fields asked if there were any additional questions. Hearing none, he requested a motion to accept the Executive Director's Report.

Director Farmer offered a motion to accept the Executive Director's Report.

Director Anderson seconded the motion.

The board voted 9-0 to accept the Executive Director's Report.

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

Director Sweeten thanked the Board for their support concerning her father.



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

Director Kramer offered a motion to adjourn the meeting.

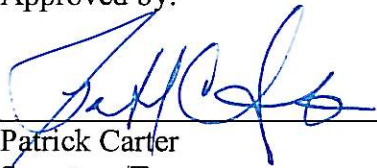
Director Anderson seconded the motion.

The Board voted 9-0 to adjourn the meeting.

The meeting was adjourned at 9:08 AM.

The next regularly scheduled meeting will be Thursday, June 5th, 2014.

Approved by:



Patrick Carter
Secretary/Treasurer

Minutes transcribed by: Carmen Tyler, Bookkeeper / Administrative Assistant