



SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
June 5, 2014

PUBLIC HEARING:

Chair Fields called the hearing to order at 8:34 AM. The purpose of the hearing is to answer questions or comments from the public on the proposed FY2014-2015 Shelby County Emergency Communications District Budget. Hearing none, Chair Fields closed the public hearing and called to order the Board of Directors meeting.

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, June 5, 2014, at 3150 Lenox Park Blvd. Suite 108.

Call to Order and Roll Call

The meeting was called to order at 8:36 AM. 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.

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

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

Additionally Present: Michael Marshall, Esq., Evans Petree P.C., Bobby Thompson, Shelby County 9-1-1, Rex Holloway, Mission Critical Partners, Kevin Brent, Motorola Solutions, Caren Creason, Marston Group, Dawn Downer, Shelby County Sherriff's Office, Rhonda Davis, Shelby County Sherriff's Office, Corey Howard, Shelby County Fire Department, Michael Putt, Memphis Fire Department, Wink Downen Shelby County Sheriff's Office.

Review and Approval of April 3, 2014 Minutes

Chair Fields confirmed everyone had the opportunity to review the minutes from the April 3, 2014 meeting. He requested a motion to approve the minutes.

Director Farmer offered a motion to approve the minutes.

Director Sweeten seconded the motion.

The board voted 9-0 to approve the minutes from the April 3, 2014 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:

- \$7.0 million total year-to-date revenue,
- \$7.8 million total year-to-date expenses,
- \$-822 thousand net year-to-date income.

▪ Fund Balances and Investments

Director Carter presented a review of the Working Capital Accounts as of June 3, 2014 as follows:

- Working Capital Investment Fund
 - \$10.4 million, Highland Capital Management,
 - \$ 3.2 million, First Tennessee Bank Checking
- \$13.6 million, Total Working Capital Accounts

Director Carter further added a review of the Reserve Fund Account as of June 3, 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 June 3, 2014 are \$35.2 million.

Director Carter concluded the Treasurers Report.

Chair Fields requested a motion to accept the Treasurers Report as presented.

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

Director Dates seconded the motion.

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

Investment Analysis Update

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

Michael Marshall clarified to the Executive Committee that after an additional review of investments made by Highland Capital, the District is in compliance with State regulations. He reaffirmed the District is allowed to invest in municipal bonds and/or bonds of other states even though The Local Government Investment Pool (LGIP) does not hold bonds of the above mentioned type. The concern regarding the maturity dates of the current bonds invested by Highland Capital is in compliance as well. They are pre-refunded bonds, which is a long term debt issued by a state or municipality that is refinanced by issuing new bonds when rates decrease. Those bonds are then sold and the revenue is used to purchase U.S. securities. The older bonds (owned by the District at a higher rate) have different “call dates” which allow the bonds to be retired early. Highland Capital purchases pre-refunded bonds for the District that have maturity dates that are within the state required mandate. They are also backed by U.S. securities which provide a better return, more safety and an earlier maturity date. Our future statements will reflect the actual maturity dates as opposed to the stated maturity date.

Mr. Marshall provided the Board of Directors a portfolio evaluation of Highland Capital that included a cost comparison on an annual basis.

Chair Fields reminded the Board that a vote was taken to liquidate all assets held by Highland Capital and move those funds to the LGIP solely to be in compliance with state regulations. He requested a motion to rescind the previous directive to liquidate assets from Highland Capital.

Director Farmer offered a motion to rescind the previous directive to liquidate assets from Highland Capital.

Director Dr. Sweeten seconded the motion.

Director Carter inquired if the Comptroller’s Office had provided documentation regarding the District’s compliance.

Mr. Marshall responded the communication was via a telephone conversation, however, an email was sent to confirm the compliance issue.

The board voted 9-0 to rescind the previous directive to liquidate assets from Highland Capital.

Personnel Committee Report

Chair Fields advanced the agenda to the next item for consideration: A report from the Personnel Committee Chair, Beky Anderson.

Director Anderson began by stating the Executive Committee (Chair Kevin Fields, Jason Farmer, and Patrick Carter) along with the Personnel Committee (Chair Beky Anderson, Cliff Dates, Bruce Kramer Chair) met on May 23, 2014. During the Executive Committee meeting they discussed salaries for the FY2014-15 budget.

Chair Fields added there is an ongoing effort to revise salaries and job descriptions to meet the national standards. As a result of those revisions, the Executive Committee recommends the following to the Board of Directors:

Carlton Ray	July 1, 2014	\$2,900 increase per year / \$120.83 per check
Carmen Tyler	July 1, 2014	\$2,000 increase per year / \$83.33 per check
	November 15, 2014	\$400 increase per year / \$16.67 per check
Raymond Chiozza	July 1, 2014	\$1,000 increase per year / \$41.67 per check
Harold Truebger	July 1, 2014	\$800 increase per year / \$33.33 per check
Timothy Zimmer	July 1, 2014	\$800 increase per year / \$33.33 per check.
Sue Robinson	July 1, 2014	\$300 increase per year / \$12.50 per check.

	Raymond Chiozza	Carmen Tyler	Sue Robinson	Harold Truebger	Timothy Zimmer	Carlton Ray
Beginning Date	Executive Director	Bookkeeper Admin Assistant	Public Ed. Coordinator	911 INFO SYS LEAD	GIS Administrator	GIS / IT Coordinator
07/01/13	\$93,000.00	\$40,000.00	\$63,000.00	\$75,600.00	\$74,600.00	\$62,500.00
07/01/14	\$94,000.00	\$42,000.00	\$63,300.00	\$76,400.00	\$75,400.00	\$65,400.00
12/01/14		\$42,400.00				

After a review of the proposed salaries, Chair Fields requested a motion to approve the salary increases recommended by the Personnel and Executive Committees.

Director Kneeland offered a motion to approve the salary increases recommended by the Personnel and Executive Committees.

Director Anderson seconded the motion.

The Board voted 9-0 to approve the salary increases recommended by the Personnel and Executive Committees.

Building Committee Report

Chair Fields advanced the agenda to the next item for consideration: A report from the Building Committee Chair, Jason Farmer, regarding 3180 Players Lane

Director Farmer began by stating 3180 Players Lane was formerly owned by the Hilton Corp whose financial operations and call center operated out of this facility. This 35,000 square ft. facility could resolve spacing and training facility shortages if acquired by the District. Space could be sublet to Memphis Police and Fire Departments as well as other PSAPs as needed.

The purchase price of \$3.7 million includes \$3 million worth of equipment which includes several large generators, back-up batteries, electrical wiring and 120 parking spaces. An additional 4 acres of property is adjacent to the facility that could facilitate future expansion. The facility is also located in an isolated area.

Executive Director Chiozza added this is a preliminary deal being discussed with the City of Memphis to see if they are interested.

Director Anderson asked if the District would be contributed all of the necessary funds or if the City of Memphis would be contributing as well.

Director Chiozza responded the details have not yet been worked out as the discussion has not reached a negotiating level.

Director Kneeland inquired if the District has purchased a facility in the past for a municipality. Director Chiozza responded "no". Director Kneeland then asked if another PSAP requested the purchase of another building, what the process would be. Director Chiozza advised, if funds were available it would be considered. He added he would provide additional information regarding funding at the next scheduled meeting.

Director Anderson added the District does not want to set a precedent regarding the purchasing of buildings for municipalities. Chair Fields added he agreed with Director Anderson and the Board should proceed cautiously. He confirmed the Board would be advised, in depth, concerning any forward movement on the project. He added both the Building and the Executive Committees visited the site.

Executive Directors Report

Chair Fields advanced the agenda to the next item for consideration: A review of the Executive Director's report.

Director Chiozza presented information on the following:

- **911 Funding Modernization and IP Transition Act of 2014**
 - The bill was signed by the Governor and all revenue will be sent to the Tennessee Emergency Communications District to be disbursed to the local ECD's.
- **CAD Systems**
 - *Shelby County Sheriff and Fire Department*
 - ✓ negotiations are continuing with Motorola
 - ✓ estimated costs are between \$5.3 million – \$6 million
 - ✓ approval from the District Board of Directors will be sought after Shelby County attorney approval.
 - *Memphis Police Department*
 - ✓ They are analyzing the proposals and systems they have evaluated and we should get further word on this item in the very near future.
- **Budget Line Item Transfers**
 - a motion requesting approval of budget lines transfers as follows:
 - ✓ \$100.00 from budget line # 4409 Buildings and Contents Insurance, to budget line # 4407 Workers Compensation Insurance
 - ✓ \$5,000.00 from budget line # 4310 General Telephone, to budget line # 4204 Accounting Services

Executive Director Chiozza requested a motion to approve the budget transfers for FY2013-2014.

Director Lincoln offered a motion to approve the budget transfers for FY2013-2014.

Director Farmer seconded the motion.

The Board voted 9-0 to approve the budget transfers for FY2013-2014.

- **NG911 GIS Mapping Project**

- Congratulations to the mapping team (Carlton Ray, Harold Truebger and Timothy Zimmer) for achieving 98% compliance in submission of the address point file to the State of Tennessee
- the final payment was processed to GDR

- **Texting to 911**

- an agreement was reached with NENA, APCO, AT&T, Sprint, T-Mobile and Verizon to voluntarily provide text-to-911 service by May 15, 2014 in all areas served by their networks where a 9-1-1 call center is prepared to receive texts.
- text messages sent to any area not equipped to handle text messages will receive a bounce back message that reads: "Make a voice call to 911 for help; text to 911 is not available."

- **Status of Text-to-911 Deployments**

- The adoption is spearheaded by the Tennessee Emergency Communications Board. Once started in Shelby County, a public education campaign for all media formats will begin to educate the public. In addition, training will be provided for all PSAP personnel.

- **2014 NENA Conference Hotel(s) Nashville**

Omni Hotels & Resorts

250 5th Avenue South

Nashville, TN 37203

Phone: (615) 782-5300, Fax: (615) 743-6002

Renaissance Nashville Hotel

611 Commerce Street

Nashville, TN 37203

Phone: (615) 255-8400

Conference Location:

Nashville Music City Center

201 5th Avenue South

Nashville, TN 37203

Training Classes:

Please check the web site <http://www.shelbycounty911.org/events/> for training classes listed under the “Community Resources” “Meeting/ Training Calendar” for future training classes that have been scheduled. We have many scheduled over the next several months.

TRAINING

Upcoming Events

- [Mental Preparedness: You Just Never Know](#) - 22 Aug 2014 - 08:30
- [Homeland Security for Telecommunicators](#) - 10 Sep 2014 - 08:30
- [Suicide Intervention](#) - 8 Oct 2014 - 08:30

Executive Director Chiozza asked if there were any questions. Hearing none, he concluded his report.

Chair Fields requested a motion to accept the Executive Director’s Report.

Director Carter offered a motion to accept the Executive Director’s Report.

Director Kramer seconded the motion.

The Committee voted 9-0 to accept the Executive Director’s Report.

Second Reading of the Proposed FY2014-2015 Budget

Chair Fields advanced the agenda to the next item for consideration: The second reading of the proposed FY2014-2015 Budget.

Director Chiozza provided a copy of the FY2014-2015 Budget and advised there were minimal changes. He then asked if there were any questions.

Hearing none, Chair Fields requested a motion to accept the second reading of the FY2014-2015 Budget as presented.

Director Farmer offered the motion to accept the second reading of the FY2014-2015 Budget as presented.

Director Lincoln seconded the motion.

The Board voted 9-0 to accept the second reading of the FY2014-2015 Budget as presented.

Future Projects

Chair Fields advanced the agenda to the next item for consideration: Future Projects

Mr. Chiozza provided the list of items below indicating future projects.

Budget Year	Project	ESTIMATED COST		Frequency
2013 - 14	Replace 9-1-1 Admin office servers.	Dell	\$10,000	Every 3 – 4 years
2013 - 14	Office Computers	Dell	\$27,500	Every 3 – 4 years
2013 - 14	Pictometry Mapping software. District’s Share (Currently cost is shared by multiple government agencies).	ReGIS	\$53,000	Yearly
2013 - 14	Public Education Campaign		\$530,000	Yearly Board Discretionary
2014 - 15	Replace Training Room Computers	Dell	\$25,000	Every 4-5 years
2014 - 15	Replace 2007 District Vehicle		\$42,000	Every 3 to 5 years
2017 - 18	Upgrade Cassidian 9-1-1 hardware (PC) equipment @ PSAPs outside Memphis.	Motorola & Cassidian	\$783,000	Every 4 to 5 years
2017 - 18	Upgrade Plant 9-1-1 hardware equipment @ Memphis PSAPs.	Plant/CML / Motorola	\$792,825	Every 4 to 5 years
	APPROXIMATE FUND OUTLAY OVER 5 YEAR PERIOD		\$2,263,325	

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

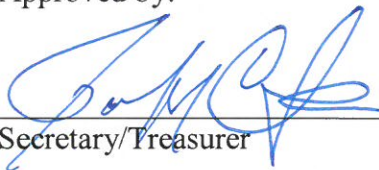
Director Kramer offered a motion to adjourn the meeting.

The motion was seconded.

The Board voted 9-0 to adjourn the meeting.

The meeting was adjourned at 9:15 AM.

Approved by:



Secretary/Treasurer

Minutes transcribed by: Carmen Tyler, Bookkeeper