



SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
April 7, 2016

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, April 7, 2016, at 3150 Lenox Park Blvd. Suite 108., Memphis, TN 38115.

Call to Order and Roll Call

Chair Fields called the meeting of the Board of Directors to order at 8:34 A.M.

Introduction of New Board Members

He began the meeting by introducing Mary Balee, a retired Colonel from the Memphis Police Department and Clarence Cash Jr. a retired Chief from the Shelby County Fire Department.

He began a roll call of the members. Finding a quorum present, the meeting commenced.

Board Members Present: B. Anderson, C. Dates, Mary Balee, K. Fields, G. Kneeland,
B. Kramer, R. Lincoln, Clarence Cash Jr.

Board Members Excused: Patrick Carter

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

Additionally Present: Dr. Bianca Sweeten, Bobby Thompson, Margaret Stiger, Michael Spencer, Beverly Wolfe-Davis, Marvin Pender Jr., Tony Fischer, Jermaine Fletcher, Gary Rikard, Rhonda Davis, Dawn Downer, Danny Payne, Gwen Cloyd, Shelby County Sheriff's Department, Wesley Green, Michael Albonetti, Collierville Police Department, Rita Jackson, Teresa Gordon, Memphis Fire Department, Roberta Ivory, Corey Howard.

Selection of Vice-Chair

Chair Fields advanced the agenda to the next item for consideration: Selection of Vice-Chair.

Chair Fields advised the Full Board of the Executive Committees recommendation to appoint Beky Anderson. Having spoken with her, she agreed to accept the position. He then opened the floor for nominations from the floor.

Attorney Michael Marshall requested open nominations. Hearing none, he closed nominations.

The Board voted 8-0 approving Beky Anderson as Vice-Chair.

Chair Fields advised the Board that the Vice-Chair position, according to the bylaws, assumes the position of Chair of the Personnel Committee, a position she already was performing. As a result, no vote needs to be taken for the Chair of the Personnel Committee.

In addition, a position was open on the Building Committee and the Public Education Committee. Chair Fields recommended Mary Balee serve on the Building Committee, suggesting Glen Kneeland move to the position of Chair and Bruce Kramer continue his service as well.

Hearing no further discussions, Chair Fields confirmed the appointment of Mary Balee to the Building Committee.

Chair Fields acknowledged the attendance of Dr. Bianca Sweeten, who served graciously on the Board of Directors for a number of years. Due to her busy schedule, she requested not to be reappointed. The District thanked her for her faithfulness and dedication. In her absence, he recommended Clarence Cash Jr. to serve on the Public Education Committee. Sue Robinson and Rashana Lincoln will continue to serve on the Committee as well. Mr. Cash confirmed his willingness to serve on the Committee.

Review and Approval of February 4, 2016 Full Board Minutes

Chair Fields confirmed everyone had the opportunity to review the minutes from the full Board meeting on February 4, 2016. He requested a motion to accept the minutes.

Director Kneeland offered a motion to accept the minutes from the full Board meeting on February 4, 2016.

Director Dates seconded the motion.

The Board voted 8-0 to accept the minutes from the February 4, 2016 full Board 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 Chiozza for Director Carter.

- **Financial Report**

Director Chiozza presented a review of the revenue for the period July 1, 2015 through June 30, 2016 as follows:

- \$6.10 million total year-to-date revenue,
- \$7.11 million total year-to-date expenses,
- - \$1.01 million net year-to-date income.

- **Fund Balances and Investments**

Director Chiozza presented a review of the Working Capital Accounts as of April 5, 2016 as follows:

- Working Capital Investment Fund
 - \$14.78 million, Highland Capital Management,
 - \$.8 million, First Tennessee Bank Checking
 - \$13.98 million Total Working Capital
- Reserve Fund Account
 - \$21.8 million, Total Working Capital Accounts

Director Chiozza concluded his report.

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

Director Lincoln offered a motion to accept the Treasurer's Report as presented by Director Chiozza.

Director Dates seconded the motion.

The board voted 8-0 to accept the Treasurer's Report as presented by Director Carter.

Personnel Committee Report

Chair Fields advanced the agenda to the next item for consideration: A review of the Personnel Committee Report presented by Director Anderson.

Director Anderson began by stating she requested each employee document their training achieved from classes and conferences. She further added the implementation of training evaluations which allowed the Committee to compare the employee's job description to the actual tasks the employee's perform. As a result of the comparison, it was revealed the job descriptions/titles were skewed. The salaries did not reflect the job descriptions and tasks performed. Director Anderson then reviewed each employee's job description, title and current salary. She then recommended title changes and salary increases for each employee. All research, salary comparisons and performance evaluations were provided to the Full Board.

Chair Fields acknowledged the Committee for their impressive presentation and commended them for all the hard work and effort in re-evaluating the entire staff. He then requested a motion to accept the recommendation of the Personnel and Executive Committees.

Director Kramer offered a motion to accept the Personnel Committee report as presented.

Director Dates seconded the motion.

The board voted 8-0 to accept the Personnel Committee report as presented.

Public Education Committee

Chair Fields advanced the agenda to the next item for consideration: Acknowledgement of National Telecommunicators Week.

Director Chiozza advised the Board of the national recognition of the Telecommunicators during the week of April 10th, 2016. As recognition and gratitude for their service, all telecommunicators working in PSAP's in Shelby County will be presented with an ORCA Chaser Cup in addition to a resolution acknowledging their dedicated service.

Director's Report

Chair Fields advanced the agenda to the next item for consideration: A review of the Director's Report was presented by Executive Director Chiozza.

Director Chiozza began by providing an update on the Memphis Police PSAP.

- Memphis Police PSAP:
Airbus engineers returned to evaluate and make adjustments to transfer concerns that were occurring. They also assisted with correcting issues with the Vesta 4.x system for the Memphis Police and Fire PSAPs.

- NENA Center Manager Certification Course:

The following individuals were recognized for completing the course held in Jackson, TN. during the month of January 2016:

- Roberta Ivory, Shelby County Fire Department Communications Manager
- Gwen Cloyd, Shelby County Sheriff's Office Dispatch Assistant Manager
- Rita Jackson, Watch Commander Memphis Fire Communications
- Michael Spencer, Memphis Police Communications CAD Supervisor

Director Chiozza and the Board thanked them for their continuing education and encouraged all dispatchers in our PSAP's to participate in this course.

- Mapped Ali System:

We will be meeting with Airbus and possibly other vendors during the NENA conference this year. Our GIS staff will continue to evaluate Mapped ALI Systems during the conference.

- AT&T Metro E Network

AT & T will be migrating away from the Metro E Network. As a result, the District will also migrate to AT&T's new Switched Ethernet Service Network (ASE). This network connects our PSAP's to our administrative office that currently carries Aurora and ECaTS data. In addition, the system allows Airbus to "remote in", to conduct maintenance to each Airbus server in our system. In the future it will also be used for pushing the district's Mapped ALI (map data) to the call takers in each PSAP.

Memphis Police CAD System Upgrade:

Memphis Police PSAP is in the process of signing a contract with Intergraph for the Upgrade to their current CAD system and replacement of the UPS system. The 9-1-1 District has budgeted \$1.75 million for this upgrade and is included in FY15-16 budget in line #1353.1. No budget amendment is necessary.

I recommend a motion the Shelby County 9-1-1 Emergency Communications District Board of Directors approve the requested funds of up to \$1.75 million and provide reimbursement to the Memphis Police Department for the Intergraph CAD Upgrades and partial funding for the UPS System. These funds are the result of Memphis Police Communications not purchasing a new CAD System.

Director Anderson offered a motion to approve the request for funds up to \$1.75 million and provide reimbursement to the Memphis Police Department for the Intergraph CAD upgrades and partial funding for the UPS System.

Director Kramer seconded the motion.

The Board voted 8-0 to approve the request for funds as presented.

Bartlett Dispatcher Request:

Bartlett Police dispatchers advised Bartlett Police Officers have obtained badges to wear for 2016 Breast Cancer Awareness month. The Bartlett dispatchers are asking if the 9-1-1 Board would consider subsidizing the cost for any dispatcher in Shelby County who desires to purchase this badge. Bartlett dispatchers have received permission to wear them during the month of October.

Staff recommends, if the Executive Committee and full Board approve, the District provide 50% subsidizing for the cost of each badge. A brief discussion took place regarding the District's use of public funds to support Charities. Chair Fields then requested a motion to table the discussion to possibly look at other alternatives.

Director Anderson offered a motion to table the discussion.

Director Kneeland seconded the motion.

The Board voted 8-0 to table the discussion to a later date.

Software Upgrade to Airbus Vesta 6.0

The 9-1-1 District will be upgrading our Vesta software from 4.x to Vesta 6.0. Below is a tentative schedule for a **software upgrade only** to the Airbus Vesta systems. In keeping our current Airbus Vesta product up to date, Airbus, in conjunction with Motorola and ICI, will be upgrading to the Vesta 6.0 version. This will provide some of the latest improvements to the Vesta 4.X versions of the product. There should be no "no call answering" interruption due to the software upgrade. In addition there will be more software upgrades over the next few months / years to the Airbus Vesta systems in order to accommodate additional features such as texting to 9-1-1, when this becomes available in the State of Tennessee. The Shelby County 9-1-1 Emergency Communications District tries to keep the best and most current 9-1-1 call answering software in use by our PSAPs in Shelby County. The *tentative* upgrade schedule is shown below:

- Millington PSAP May 4th
- Bartlett PSAP May 5th
- Germantown PSAP May 6th
- Collierville PSAP May 9th
- SCSO / SCFD May 18th
- MPD / MFD May 19th /20th

2016 Legislative Session:

Information compiled from Our lobbyist, Adams & Reese and TENA provided the District with an amendment to a bill that has come up in the legislature. The Tennessee Emergency Number Association (TENA) has voted to oppose this item. The Tennessee Fire Service Coalition has supported the attached legislation and I am providing additional information below on this proposed legislation:

- <http://www.tnfireservicecoalition.org/legislative-issues/82-legislative-issues/87-2016-legislative-bills>

- SB2653 / HB2629 (Sen. Ketron / Rep. K. Brooks) Smart 911 Budget Amendment

We support a budget amendment to this year's budget process that would provide a statewide application of the Smart 911 system. The budget amendment request would be for \$6 million to pay for three years of statewide use of the Smart 911 system. In the event of a fire emergency, the Smart911 Safety profile can give fire personnel vital information that will enable them to deliver help faster with more information at their fingertips. This budget appropriation will ensure every 911 district across the state has access to this program for its citizens and first responders. TENA opposes the amendment as written and presented.

Director Chiozza provided written comments to the Board during the meeting.

- SB 2007 Ketron / HB 2418 Lynn (Local ECD Board Members)

Emergency Communications Districts - As introduced, requires removal of members for failure to attend at least 50 percent of all regularly scheduled board meetings, rather than for having three consecutive unexcused absences; deletes procedure for removal by court order or petition of board or local governing body (amends TCA Section 7-86-105 and Section 7-86-314 which was signed by Governor on March 29, 2016.

AN ACT to amend Tennessee Code Annotated, Section 7-86-105 and Section 7-86-314, relative to the removal of emergency communications district board members.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF
TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 7-86-314, is amended by deleting subsection (a) and substituting instead the following:
Effective July 1, 2016, any member of the Board of Directors of an Emergency Communications District with four (4) consecutive, unexcused absences or who fails to attend at least fifty percent (50%) of regularly scheduled meetings within any twelve (12) month period shall automatically be removed from the Board. The Chair of the Board of Directors or acting Chair shall notify the appointing authority in writing that a member has been removed and that a vacancy exists on the Board. Upon the removal of a member pursuant to this subsection, a successor shall be appointed to serve the remainder of the term of the member being replaced.

SECTION 2. This act shall take effect upon becoming law, the public welfare requiring it.

- SB 2051 / HB 2192 (Revenue Collection Method)

As introduced, extends the date by which TACIR, (Tennessee Advisory Commission on Intergovernmental Relations) shall report to the joint committee on government operations on the 911 surcharge and 911 system from September 15, 2017, to September 15, 2018.

There is an amendment to this bill regarding potential changes to funds collection and disbursements which is summarized below:

1. Authorizes the TN Department of Revenue (DoR) to collect 9-1-1 surcharge fees for TECB, remitting collections to the TECB.
2. TECB will pay DoR an agreed upon amount for collection services, payments will be made from interest accrued on the state 9-1-1 Fund. The amendment states the Dept. of Revenue will keep 1.125% of the collected fees.
3. Bring 9-1-1 Surcharge Fee Collections into standardized collection practices of all other statewide taxes/fees:
 - a. Monthly collections
 - b. DoR provided standing to utilize standard procedures to ensure collections (i.e. audits and claims for non-payments)
4. Eliminates payments to collectors/dealers for surcharge collections, bringing into standard practice with all other sales taxes/fees.
5. Prohibits state 9-1-1 Fund and Interest Fund from use for general state expenses
6. Establishes that for ECD's providing Call Taking/Dispatching services to emergency response agencies, agency of record for the call information is the responding agency and as such all *Freedom of Information Act* requests (FOIA) must be approved by the agency of record before release by the ECD.

Recommended for passage with amendment/s, refer to Senate Finance, Ways, and Means Committee Ayes 7, Nays 0 PNV 1

House Rec. for pass; ref to Finance, Ways & Means Committee

TENA supports the amendment as written and presented

- SB 2137 / HB 2174

As introduced, requires the annual report by the board of directors (TECB) for an emergency communications district on its activities to be submitted by December 1 of each year. There is a proposed amendment to this bill (attached) implementing **Kari's Law** in Tennessee (see attachment).

Signed by House and Senate Speakers 04/04/16

TENA supports the amendment as written and presented.

Budget Line Item Transfer:

I am requesting a motion to approve the following budget line item transfers for the FY15-16 \$5,000.00 from budget line #4415 Public Education to budget line #4417 Service Awards.

Director Dates offered a motion to approve the line item transfers as requested.

Director Lincoln seconded the motion.

The Board voted 8-0 to approve the line item transfers as requested.

FY15-16 (June 30, 2016) Audit Report Update:

Watkins and Uiberall will be retained again this year to conduct our mandated yearly audit.

Lennox Lease:

The Lenox lease expires February 2017. Tracy Speake our broker is actively negotiating the renewal of the lease contract.

First Reading of Proposed FY16-17 Budget:

A copy of the budget is attached and the second reading will take place at the meeting on June 2, 2016.

Future Projects:

A link is provided to review all future projects.

Director Anderson added on June 7, 2016, the City of Bartlett is hosting a missing and abducted children course facilitated by the National Center for Missing and Exploited Children. She extended the invitation to all law enforcement dispatchers and supervisors who wish to attend.

Director Chiozza concluded his presentation of the Directors Report.

Director Kneeland offered a motion to accept the Director's Report as presented.

Director Lincoln seconded the motion.

The Board voted 8-0 to accept the Director's Report as presented

Chair Fields asked if there was any old business for discussion. Hearing none, he asked if there was any new business.

Chair Fields requested a motion to adjourn the meeting.

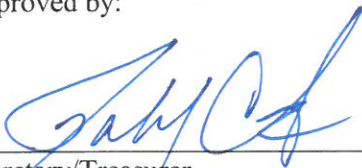
Director Lincoln offered a motion to adjourn the meeting.

Director Anderson seconded the motion.

The Board voted 8-0 to adjourn the meeting.

The meeting was adjourned at 8:46 A.M.

Approved by:



Secretary/Treasurer
Patrick Carter

Minutes transcribed by: Carmen Tyler, Bookkeeper