

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
June 2, 2016

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on Thursday, June 2, 2016, at 3150 Lenox Park Blvd. Suite 108. The meeting was called to order at 8:32 AM

Board Members Present: K. Fields, B. Anderson, M. Balee, P. Carter III, C. Cash Jr., C. Dates Jr., G. Kneeland, B. Kramer, R. Lincoln.

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

Additionally Present: B. Thompson, Michael Marshall, R. Davis, G. Cloyd, D. Downer, W. Downen, M. Spencer, K. Staples, S. Lovejoy, M. Gaylor, M. Pender Jr., R. Holloway, T. Fischer, C. Howard, R. Ivory, W. Green, L. Covey, A. Blankenship, M. Moody, A. Korbler, K. Brent, J. Fletcher.

Call to Order and Roll Call

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

Review and Approval of April 7, 2016 Full Board Minutes

Chair Fields confirmed everyone had the opportunity to review the minutes from the full Board meeting on April 7, 2016.

Director Kramer requested a correction on page 8, first paragraph, first sentence.

Chair Fields requested a motion to accept the minutes based on this correction.

Director Kneeland offered a motion to accept the minutes from the full Board meeting on April 7, 2016.

Director Anderson seconded the motion to accept the minutes from the full Board meeting on April 7, 2016.

The Board voted 9-0 to accept the minutes from the April 7, 2016 full Board meeting minutes.

Treasurer's Report

Chair Fields advanced the agenda to the next item for consideration: A Review of the Treasurer's Report presented by Director Carter.

• **Financial Report**

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

- \$7.567 million total year-to-date revenue,
- \$7.953 million total year-to-date expenses,
- \$-.386 thousand year-to-date income.

• Fund Balances and Investments

Director Carter presented a review of the Working Capital Accounts and Reserve Fund Account as follows:

- *Working Capital Investment Fund*
 - \$14.779 million, Highland Capital Management,
 - \$ 1.475 million, First Tennessee Bank Checking
 - \$16.254 million, Total Working Capital Accounts
- *Reserve Fund Account*
 - \$21.867 million Highland Capital Management
 - \$21.867 million Total Reserve Fund Account

Director Carter noted the quarterly commentary reports for Highland Capital are included for view.

Director Lincoln offered a motion to accept the Treasurers Report presented by Director Carter.

Director Cash seconded the motion to accept the Treasurers Report as presented.

The Board voted 9-0 to accept the Treasurers Report as presented.

Building Committee Report

Chair Fields advanced the agenda to the next item for consideration: A Review of the Building Committee Report presented by Director Chiozza.

The Building and Executive Committee met on May 4th to review the 50% Design Development plans for the MPD Armour Center renovation project. After a lengthy and thorough discussion, both committees voted to recommend that the Board of Directors establish the funding level at \$8,500,168.85. This will require the full Board to vote on two motions as outlined below in items 1 and 2:

1. A motion for a budget line item transfer from line 4305 - Equipment Purchases Not Capitalized to Budget Line #4210 Other Professional Services (Engineers, Architects)
These items include:

MPD Backup PSAP dispatcher chairs	\$72,000
MPD AV system	\$112,802
Dispatch console furniture (42 positions)	\$840,000
Activity views, news dashboard monitors AC	\$60,000
Smartboard for Armour Center	5,500
Total	\$1,090,302

Director Kramer offered a motion to approve the budget line item transfer from line 4305 - Equipment Purchases Not Capitalized to budget line #4210 Other Professional Services (Engineers, Architects).

Director Carter seconded the motion to approve the budget line item transfer from line 4305 - Equipment Purchases Not Capitalized to budget line #4210 Other Professional Services (Engineers, Architects).

The Board voted 9-0 to approve the budget line item transfer from line 4305 - Equipment Purchases Not Capitalized to budget line #4210 Other Professional Services (Engineers, Architects)

2. A motion to amend our FY15-16 budget to increase Budget Line 4210 - Other Professional Services (Engineers, Architects, etc.) by \$409,866.85 to bring the total Armour Center MPD Backup PSAP budget to \$8,500,168.85.

Armour Center MPD renovation budgeted amount	\$7,000,000
Line 4305 Equipment for renovation in FY16-17 Budget	\$1,090,302
Total	\$8,090,302
Amendment to increase Budget	\$409,866
Total Renovation Budget	\$8,500,168

Director Anderson offered a motion to amend our FY15-16 budget to increase budget line 4210 - Other Professional Services (Engineers, Architects, etc.) by \$409,866.85.

Director Lincoln seconded the motion to amend our FY15-16 budget to increase budget line 4210 - Other Professional Services (Engineers, Architects, etc.) by \$409,866.85.

The Board voted 9-0 to amend our FY15-16 budget to increase budget line 4210 - Other Professional Services (Engineers, Architects, etc.) by \$409,866.85.

Executive Director's Report

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

NENA Emergency Number Professional Exam (ENP)

Director Chiozza began by recognizing personnel who received a passing grade on the Emergency Number Professional Exam (ENP):

Sean Lovejoy, Supervisor Memphis Police Communications, April 15, 2016

Software Upgrade to AIRBUS VESTA 6.0

The 9-1-1 District has completed upgrading of our Vesta software from 4.x to Vesta 6.0. We will be meeting with Airbus, Motorola and ICI representatives to layout our plan for upgrading to Vesta 7.0 which will have the SMS (texting) and necessary servers/hardware required for the receiving/storing this additional data.

Mapped ALI System

District staff will be meeting with Airbus and possibly other vendors during the NENA Conference in Indianapolis this June. Our GIS staff will continue to evaluate Mapped ALI Systems during the conference.

Mission Critical Partners

We reviewed the contract with Mission Critical Partners on May 31, 2016. MCP continues to work with the District, Shelby County Sheriff's and Shelby County Fire Departments to install their new Motorola CAD systems.

They will continue to consult on behalf of the 9-1-1 District working with the SCSO and SCFD representatives through the equipment, delivery, installation and the acceptance phase of the CAD system.

Also, MCP is consulting with the MPD PSAP to coordinate the development of an interface between the MPD Intergraph CAD system and the Tritech (Visions) RMS system as well as an interface between the Intergraph CAD system in addition to an Automatic Vehicle Locator (AVL) vendor.

MCP will also consult on the MPD Intergraph's Mobile Responder Application. This will allow the 9-1-1 call information in the CAD system to extend to the officer in the field, thus providing efficiencies in the response to 9-1-1 calls for service. MCP services will include the development of scope, interface requirements, implementation, acceptance and training plans through the cutover and punch list completion.

MCP will consult with the MPD on a new Uninterruptable Power Supply (UPS) system including procurement, installation and overseeing the removal of the old UPS system at 201 Poplar.

MCP is also working with the District office in relocating the AT&T Demarc from the second floor to the first floor in the Armour Center. I, along with legal counsel have reviewed the contract and I recommend and request a motion that the Shelby County Board of Directors approve the contract with Mission Critical Partners.

Director Kramer offered a motion to approve the contract with Mission Critical Partners.

Director Anderson seconded the motion to approve the contract with Mission Critical Partners.

The Board voted 9-0 to approve the contract with Mission Critical Partners.

Application for Increase in Base funding

On April 20, 2016 I completed our application for an increase in base funding to the TECB. Any ECD that had a locally established 911 surcharge in effect on July 1, 2011, less than the maximum allowable surcharge is eligible for the base amount increase. This is in accordance with Tenn. Code Ann. § 7-86-303(e)(2)* and the Department of Commerce and Insurance Rule 0780-06-04, the undersigned, on behalf of the above stated Emergency Communications District, hereby applies for an increase in the base amount of funding. A copy of the application is provided via BoardVantage.

Lennox Lease

Our Lenox office space lease expires January 31, 2017. Tracy Speake, our broker has actively been negotiating our lease amendment. Currently we are paying \$20.57 per square foot through January 31, 2017. The following are the offers being discussed:

- 5 year deal - \$19.50 square foot with 2% increase each year plus 4 months free,
- 7 year deal - \$19.00 square foot with 2% increase each year plus 5 months free,
- Both include \$ 9.00 RSF in tenant improvement dollars.

We hope to have negotiations finalized in August of 2016.

Second Reading of Proposed FY16-17 Budget

The second reading of the proposed FY16-17 budget contains a few changes from the first reading. Most significant is the moving of funds for the Armour Center project from one budget line to the other, and the additional funds recommended by the Building and Executive Committee. A link to the updated budget is provided on BoardVantage.

Future Projects

A link is provided to review all future projects.

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 classes scheduled over the next several months. Please sign up through Public Education Coordinator Sue Robinson @ 901-380-3903.

TRAINING

Upcoming Events

- Crisis Intervention (The Public Safety Group) - 15 Sep 2016 - 08:30**
- Crisis Intervention (The Public Safety Group) - 16 Sep 2016 - 08:30**

<http://www.shelbycounty911.org/events/categories/training/>

2016 Board Meeting Dates and Conference Dates

A list of the board meeting dates and conferences were provided for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District for the remainder of the year.

Director Chiozza concluded his presentation of the Directors Report.

Director Lincoln offered the motion to accept the Directors Report as presented.

Director Kneeland seconded the motion to accept the Directors Report as presented.

The Board voted 9-0 to accept the Directors Report as presented.

Director Carter offered the motion to accept the Second Reading of the Proposed FY16-17 Budget as presented.

Director Kramer seconded the motion to accept the Second Reading of the Proposed FY16-17 Budget as presented.

The Board voted 9-0 to accept the Second Reading of the Proposed FY16-17 Budget as presented.

Chair Fields reiterated the importance of "Future Projects" and the need for pre-planning in order to have reserve funds available to finance those projects and equipment purchases. He then requested a motion to adjourn the meeting.

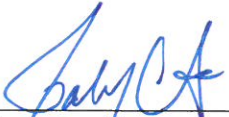
Director Cash offered a motion to adjourn the meeting.

Director Balee seconded the motion to adjourn the meeting.

The Board voted 9-0 to adjourn the meeting.

The meeting was adjourned at 8:53 AM.

Approved by:



Secretary/Treasurer
Patrick Carter

Minutes transcribed by: Carmen Tyler, Bookkeeper