

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
December 1, 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, December 1, 2016, at 3150 Lenox Park Blvd. Suite 108. The meeting was called to order at 8:34 AM.

Board Members Present: B. Anderson, M. Balee, P. Carter III, Cliff Dates Jr., K. Fields, Glen Kneeland, B. Kramer, Clarence Cash Jr. (8:55 a.m.).

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

Additionally Present: A. Benson, B. Thompson, M. Spencer, M. Pender Jr., Beverly Wolfe-Davis, J. Miller and Brian Sepieto, L. Covey, T. Fischer, T. Needham, T. Watkins and M. Walker, Jeff ?, S. Walker, A. Onyango, W. Green, R. Holloway, J. Barnes, R. Davis, G. Cloyd, R. Ivory, C. Howard, R. Lincoln, M. Marshall, M. Hickey, Ken Welch, Rex Holloway, Doug Bailey, April Onyango.

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 October 6, 2016 Full Board Minutes

Chair Fields confirmed everyone had the opportunity to review the minutes from the full Board meeting on October 6, 2016. He then requested a motion to accept the minutes from the full Board meeting.

Director Anderson offered a motion to accept the minutes from the full Board meeting on October 6, 2016.

Director Carter seconded the motion to accept the minutes from the full Board meeting on October 6, 2016.

The Board voted 8-0 to accept the minutes from the full Board meeting on October 6, 2016.

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, 2016 through June 30, 2017 as follows:
 - \$3.733 million total year-to-date revenue,
 - \$2.285 million total year-to-date expenses,
 - \$1.448 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
 - \$14.755 million, Highland Capital Management,
 - \$ 3.595 million, First Tennessee Bank Checking,
 - \$18.350 million, Total Working Capital Accounts.
 - Reserve Fund Account
 - \$21.819 million Highland Capital Management,
 - \$21.819 million Total Reserve Fund Account.

Director Chiozza advised Ned Miller from Highland Capital was present to respond to questions concerning the accounts and the current market value as requested by Board member Bruce Kramer during the October board meeting. Mr. Miller's report was also included in the information packets provided.

Mr. Miller advised interest rates have been exceptional for the last five years and the return(s) on the Districts investments are approximately three times higher than in the current marketplace. He further advised that short-term rates are creeping higher and a reinvestment of funds will be completed at a higher rate of return (expected to be .5% higher) over the next year.

He further added, the Districts portfolio is structured by the requirements of the investment policy statement and due to the high profile, investments are required to mature within 2-5 years. During the next few weeks, 5% of the portfolio will mature and be reinvested at a higher interest rate. Mr. Miller concluded his presentation.

Chair Fields asked if there were any questions.

Director Kramer asked if the 1% cash equivalent level was set to take advantage of when bonds mature or are reissued. Mr. Miller responded the 1% level is a reasonable level for the strategy of the investments. A higher percentage (i.e. 3%) would be an indication of operating outside of the investment policy.

Chair Fields mentioned there are limitations in regards to what investments the District can participate in.

Director Chiozza added the Fund Balance Reports for the Reserve Fund and Working Capital accounts are provided in the information packets. He introduced Michael Walker from Watkins Uiberall to present the finalized information on the FY2015-16 audit.

▪ FY2015-16 Audit

Mr. Walker from Watkins Uiberall submitted a presentation with the following information:

- An unmodified or clean opinion was concluded,
- There were no internal control findings,
- A very healthy net position,
- The District outperformed Budget expectations;

Director Kramer asked for the definition of operating activities.

Mr. Walker explained it is how the District operated on a cash basis.

- A governance letter, which is issued each year, contained no negative findings,
- There were no significant footnote changes.

Mr. Walker asked if there were any questions concerning the Audit or presentation.

Mr. Trey Watkins further added the Management Discussion Analysis portion of the Audit provides an easy read summary of the actual Audit. He also added the company appreciated the opportunity to service the District. All contact information is available in the presentation and they are willing to address any questions or concerns after the meeting with any Board member.

Director Chiozza requested a motion to accept the FY2015-16 Audit as presented.

Director Carter offered a motion to accept the FY2015-16 Audit as presented.

Director Kramer seconded the motion to accept the FY2015-16 Audit as presented.

The Board voted 8-0 to accept the FY2015-16 Audit as presented.

Chair Fields thanked Watkins Uiberall for their presentation. He then requested a motion to accept the Treasurers Report as presented by Director Carter.

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

Director Balee seconded the motion to accept the Treasurers Report as presented by Director Carter.

The Board voted 8-0 to accept the Treasurers Report as presented by Director Carter.

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

Nominating Committee

Director Balee stated the Nominating Committee met and presented the following recommendations for open positions on the Board of Directors:

- Board Chair - Beky Anderson,
- Co-Chair - Patrick Carter III,
- Treasurer - Glen Kneeland.

Chair Fields advised the recommendations were presented to the Executive Committee followed by his resignation from the Board effective December 31, 2016.

Director Kramer congratulated Director Fields on the great job he had done as Board Chair.

Mr. Marshall commenced with the nominating procedure in accordance with the District by-laws and asked if there were any other nominations from the floor for Chair. Hearing none he closed nominations and the Board voted 8 - 0 to elect Beky Anderson as Board Chair.

Mr. Marshall proceeded with the nominating procedure in accordance with the District by-laws and asked if there were any other nominations from the floor for Vice-Chair. Hearing none he closed nominations and the Board voted 8 - 0 to elect Patrick Carter III as Vice Chair.

Mr. Marshall proceeded with the nominating procedure in accordance with the District by-laws and asked if there were any other nominations from the floor for Treasurer. Hearing none he closed nominations and the Board voted 8 - 0 to elect Glen Kneeland as Treasurer.

Directors Report

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

- Converting AT&T Metro E Circuits to AT&T ASE Network:
Update on migrating our District's network to AT&T Switched Ethernet Service Network (ASE). Carlton Ray has been working with AT&T on this project and has completed all the managed circuits and is now working with AT&T on the unmanaged fiber circuits that provide connectivity between the Airbus Vesta "A" and "B" servers at all our PSAPs.

- Vesta Map:
The District has been engaged in discussions with Airbus DS Communications on their real-time mapping application, VESTA Map, for the last two years. Considering these discussions, our team has determined the best implementation strategy would be comprised of a two-phase approach that consists of installing the solution at The City of Memphis co-tenant server locations first. These locations are 201 Poplar Ave and 79 Flicker St. The second phase would have us implementing the solution at the remaining PSAPs, throughout the County.

This methodology allows us to bring the largest PSAP in Shelby County online first, develop the core functionality, and confirm the system design. Additionally, the City of Memphis PSAP is one of four aggregation points for the State of Tennessee's Next-Generation 911 network and is the default PSAP for all West TN 9-1-1 call traffic that cannot be correctly routed, which equates to a roughly twenty county region being defaulted to the Memphis Police PSAP." This product will assist in determining where to route a 9-1-1 call in the case it was to be misrouted.

I request a motion the Shelby County 9-1-1 Emergency Communications District Board of Directors approve the requested initial funding of \$1,101,963 plus a 15% contingency of \$166,000 for a total of \$1,267,963. These funds (\$2,300,000) are already included in the FY16-17 budget in budget line #1308.1, so no amendment to the budget is required.

Director Carter offered a motion to approve the initial funding plus a 15% contingency for a total of \$1,267,963 with no amendment to the current budget.

Director Anderson seconded the motion to approve the initial funding plus a 15% contingency for a total of \$1,267,963 with no amendment to the current budget.

The Board voted 8-0 to approve the initial funding plus a 15% contingency for a total of \$1,267,963 with no amendment to the current budget.

▪ Recorder Systems:

As stated during the October 2016 board meeting, during the APCO conference several PSAP representatives met with various recorder vendors to obtain the latest information on recorder systems that will closely integrate with the Airbus Vesta systems as it relates to SIP phones, texting / video recording etc. The 9-1-1 District invited all PSAPs who were interested and we facilitated a demonstration of a system on October 27, 2016. We have engaged MCP to assist in writing the technical specifications on any solution / method that is decided on.

▪ TECB Excess Revenue Distribution:

Tennessee Code Annotated § 7-86-130 states: Any 911 surcharge revenue collected in excess of the annual fiscal requirements of the board and the mandatory every two (2) months payments to emergency communications districts shall not revert to the general fund. The board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the emergency communications districts in accordance with policies adopted by the board. The TECB voted to provide 100% of the excess to the Districts. This equates to an additional \$608,094 in revenue for the Shelby County 9-1-1 Emergency Communications District. *We did receive these funds and they hit our bank on November 22, 2016 from the State of Tennessee.*

TECB Excess Collections Distribution Chart:

I request a motion to accept the additional funding and amend our FY16-17 budget revenue line #3020 to show the additional revenue amount of \$608,094 when received.

Director Anderson offered a motion to accept the additional funding and amend our FY2016-17 budget revenue line #3020 to show the additional revenue in the amount of \$608,094.

Director Dates seconded the motion to accept the additional funding and amend our FY2016-17 budget revenue line #3020 to show the additional revenue in the amount of \$608,094.

The Board voted 8-0 to accept the additional funding and amend our FY2016-17 budget revenue line #3020 to show the additional revenue in the amount of \$608,094.

▪ Current Projects:

Updates on staff projects are as follows:

1. Armour Center – MPD Remodel Backup PSAP
2. SCSO Backup PSAP Remodel
3. SCFD Provide Backup PSAP
4. Incorporate the 5-10-digit telephone lines SCFD into the Vesta Switch
5. Converting from Metro E Network to a Switch Ethernet Service (ASE) Network
6. IP Flexible Reach - SIP Trunking Service
 - a. MPD PSAPs
 - b. MFD PSAPs
 - c. Germantown PSAPs
 - d. Will be starting SCSOs
 - e. Will be starting SCFD PSAPs
7. Network Documentation and Inventory Program
8. Vesta Map Phase I
9. Vesta Map Phase II
10. GIS Data Portal Improvement Project
11. SCSO SCFD Motorola CAD Project
12. MPD Intergraph CAD Upgrade
13. Office Space Lease Improvements Allowance – Project
14. Replace Smartboards Project
15. Replace / repair monitors on SCSO PSAP Dispatch floor

▪ Removal of Board Member (Reminder):

I want to remind all Board members of the new law that was pass by the State Legislature and signed into law by the Governor that took effect July 1, 2016.

Title 7 Consolidated Governments and Local Governmental Functions and Entities

Special Districts

Chapter 86 Emergency Communications

Part 3 Statewide Enhanced 911 Service

Tenn. Code Ann. § 7-86-314 (2016)

7-86-314. Removal of member or board.

- a. 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-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), a successor shall be appointed to serve the remainder of the term of the member being replaced.
- b. If a member of a board of directors of an emergency communications district, or a board of directors of an emergency communications district, refuses to carry out either this chapter or an order of the board after May 20, 1998, such member or board may be removed by order of the chancery court in a jurisdiction in which such emergency communications district operates, upon petition by either the board, or a city or county governing body in the service area of such district.
- c. If a member of a board of directors of an emergency communications district or a board of directors of an emergency communications district knowingly or willfully neglects to perform the duties of such office, such member or board may be removed by order of the chancery court in the jurisdiction in which the emergency communications district operates, upon petition by either the board or a county or city governing body in the service area of such district.
- d. Any such board member so removed under this section shall be ineligible for reappointment for a period of not less than forty-eight (48) months. Such provisions shall be in addition to ouster provisions contained in title 8, chapter 47.

HISTORY: Acts 1998, ch. 1108, § 18; 2016, ch. 674, § 1.

2015 Attendance

Meeting Dates Feb. 5, 2015 through Dec. 3, 2015						
Last Name	2/5/2015	4/2/2015	6/4/2015	8/6/2015	10/1/2015	12/3/2015
Anderson	1	1	1	1	1	1
Carter	0	1	1	1	1	1
Dates	1	1	1	1	1	0
Fields	1	1	1	1	1	1
Kramer	1	1	1	1	0	1
Kneeland	1	1	1	0	1	1

2016 Attendance

Meeting Dates Feb. 4, 2016 through Dec. 1, 2016							
Last Name	2/4/2016	4/7/2016	6/2/2016	6/27/2016	8/4/2016	10/6/2016	12/1/2016
Anderson	1	1	1	1	1	1	0
Balee	N/A	1	1	1	1	1	0
Carter	1	0	1	1	1	1	0
Cash	N/A	1	1	1	1	0	0
Dates	1	1	0	1	1	0	0
Fields	1	1	1	1	1	1	0
Kramer	1	1	1	1	1	1	0
Kneeland	1	1	1	0	1	0	0



NENA EMERGENCY NUMBER PROFESSIONAL (ENP) EXAM:

Congratulations to Shelby County’s newest ENP who successfully completed her testing in July.

1. Don Taylor Germantown Police
2. Heather Glissen Memphis Police



NENA’s Center Manager Certification Program (CMCP)

Congratulations to our latest PSAP personnel who have obtained this NENA certification:

1. Latina McNeil Memphis Fire Department
2. Shane Walker Memphis Fire Department
3. Sandra M. Willis Memphis Fire Department

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

- [De-Stress and get more ‘Me’ time](#) – 1 Nov 2016 - 08:30
- [De-Stress and get more ‘Me’ time](#) - 2 Nov 2016 - 08:30
- [Positive Interaction with Difficult People \(Healthy Dispatcher\)](#) – 3 Nov 2016 - 08:30
- [Positive Interaction with Difficult People \(Healthy Dispatcher\)](#) – 4 Nov 2016 - 08:30

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

2017 Board Meeting Dates and Conference Dates:

The following dates in 2017 are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. Note the Executive Committee meeting date on Monday, November 27, 2017 is tentatively set due to holidays. As of today, the dates for the 2017 conferences are shown below.

Executive Committee Meeting Dates & Times	9-1-1 Board Meeting Dates & Times
Friday, January 20, 2017 8:30 a.m.	Thursday, February 2, 2017 8:30 a.m.
Friday, March 24, 2017 8:30 a.m.	Thursday, April 6, 2017 8:30 a.m.
Friday, May 19, 2017 8:30 a.m.	Thursday, June 1, 2017 8:30 a.m.
Friday, July 21, 2017 8:30 a.m.	Thursday, August 3 2017 8:30 a.m.
Friday, September 22, 2017 8:30 a.m.	Thursday, October 5, 2017 8:30 a.m.
Monday, November 27, 2017 8:30 a.m.	Thursday, December 7, 2017 8:30 a.m.

Conferences for 2017:

Annual Conferences	Location	Dates
NENA	San Antonio, Texas	Saturday, June 3 – Thursday, June 8, 2017
APCO	Denver, Colorado	Sunday, August 13 – Thursday, August 17, 2017
TENA	Murfreesboro, TN	Sunday, September 24 – Wednesday, September 27, 2017

NENA – National Emergency Number Association
 APCO – Association Public Communications Officials
 TENA – Tennessee Emergency Number Association

NENA 2017 Development Conference (Technical) Location TBD (Administrative / Technical STAFF attends)

Sincerely,



Raymond Chiozza, Director
 Shelby County Emergency Communications 9-1-1 District
 (901) 380-3900
 email: rchiozza@shelbycounty911.org

Director Chiozza concluded his report by asking if there were any questions.

Director Kramer asked for an estimated time frame for the Vesta Project.

Director Chiozza responded Phase I should be coincide with completion of the Armour Center. After functionality is established Phase II will begin implementation.

Timothy Zimmer added like the Director stated we hope to have it coinciding with the Armour Center opening.

Director Kramer requested an update on the progress at Armour Center.

Director Chiozza stated concrete walls were demolished on the 2nd floor. He further added photos are on the Shelby County Facebook page. Asbestos abatement has also been completed.

Director Anderson stated this is a boost for morale among the MPD dispatchers.

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

Director Carter offered a motion to accept the Directors Report as presented by Director Chiozza.

Director Cash seconded the motion to accept the Directors Report as presented by Director Chiozza.

The Board voted 8-0 to accept the Directors Report as presented by Director Chiozza.

Chair Fields inquired if there was any old business. Hearing none, he inquired if there was any new business.

Chair Fields challenged the Board to institute accountability to take their position seriously. He encouraged Board member involvement with vendors at conferences etc. He thanked everyone for their service to Shelby County.

Mr. Needham thanked Chair Fields for his service.

Director Dates wanted to address the email regarding the resignation of a Board member. He requested feedback from the Board regarding the resignation due to concerns related to how it was handled. He further added procedures or a process needs to be addresses when the new officers take office.

Chair Fields responded by stating the new Executive Committee should address those concerns.

Director Dates requested a response from the Board in the form of a motion.

Chair Fields requested clarity of the motion.

Director Anderson suggested clarity by having a discussion via the Personnel Committee for presentation to the Full Board regarding accountability and personal conduct.

Chair Fields requested clarity from Mr. Marshall, if the current procedures could exceed the State mandates concerning Board members.

Mr. Marshall responded the General Assembly has already determined the circumstances related to Board member removal and cannot be changed. The Board can implement its own ethics code, conduct code and internal policies and procedures for dealing with Board members who violate its own terms and conditions. The membership of the Board is set forth in State law.

Director Cash agreed additional policies need to be implemented.

Director Kramer requested clarity concerning the motion, in that it is the responsibility of the Personnel Committee to develop a guide of personal conduct.

Chair Fields stated the motion is an in-depth discussion as to how to move forward with recommendations to adopt additional policies and procedures.

Director Dates offered a motion that - Personnel Committee to review and possibly adopt a policy for accountability / code of conduct of board members and how this board is to proceed.

Director Cash seconded the motion:

The Board voted 8-0 to accept the motion

Chair Fields requested a motion to adjourn the meeting.

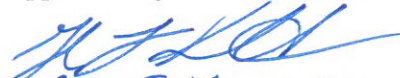
Director Carter offered a motion to adjourn the meeting.

Director Anderson seconded the motion to adjourn the meeting.

The Board voted 8-0 to adjourn the meeting.

The meeting was adjourned at 8:56 AM.

Approved by:


GLEN F. KNICKLAND

Secretary/Treasurer

Patrick Carter

GLEN F. KNICKLAND 

Minutes transcribed by: Carmen Tyler, Executive Asst./Accounting Mgr.