
SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
February 2, 2017

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District (“Shelby County 911”) held on Thursday, February 2, 2017, at 3150 Lenox Park Blvd. Suite 108.

Board Members Present: P. Carter III, Cliff Dates Jr., Glen Kneeland, B. Kramer, Clarence Cash Jr.

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

Additionally Present: James Stokes, Bobby Thompson, Eddie Heaston, Marvin Pender, Jr., Michael Spencer, M. Stiger, A. Blankenship, T. Fischer, P. Thomas, Doug McGown, Heather Starnes, Gina Sweat, M. Moody, Jermaine Fletcher, Richard Keith, Kevin Spratlin, Andrew Hart, D. Gleason, R. Holloway, M. Hickey, S. Fleming, R. Ivory, C. Howard, G. Graves, Rita Stanback, G. Cloyd, R. Davis, R. Adams, Michael Rawlings.

Call to Order and Roll Call

Director Carter called the meeting to order at 8:30 AM. He began by a roll call of the members. Finding a quorum present, the meeting commenced.

Review and Approval of December 1, 2016 Full Board Minutes

Director Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on December 1, 2016. He then requested a motion to accept the minutes from the full Board meeting.

Director Cash offered a motion to accept the minutes from the full Board meeting on December 1, 2016.

Director Kramer seconded the motion to accept the minutes from the full Board meeting on December 1, 2016.

The Board voted 5-0 to accept the minutes from the full Board meeting on December 1, 2016.

Treasurer's Report

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

- **Financial Report**

Director Kneeland presented a review of the revenue and expenses for the period July 1, 2016 through June 30, 2017 as follows:

- \$5.280 million total year-to-date revenue,
- \$4.010 million total year-to-date expenses,
- \$1.270 million year-to-date income.

- **Fund Balances and Investments**

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

- **Working Capital Investment Fund**

- \$14.803 million, Highland Capital Management,
- \$ 3.496 million, First Tennessee Bank Checking,
- \$18.299 million, Total Working Capital Accounts.

- **Reserve Fund Account**

- \$21.892 million Highland Capital Management,
- \$21.892 million Total Reserve Fund Account.

Director Chiozza advised documentation is included to support reported balances on the accounts.

Director Kramer offered a motion to accept the Treasurer's report as presented.

Director Dates seconded the motion to accept the Treasurer's report as presented.

The Board voted 5-0 to accept the Treasurer's report as presented.

Board Committee Appointments

Director Carter introduced the newly appointed members of the Board Committees as follows:

- **Executive Committee**
Beky Anderson, Trey Carter and Glen Kneeland,
- **Personnel Committee**
Trey Carter, Cliff Dates and Bruce Kramer
- **Public Education Committee**
Clarence Cash, others TBD
- **Finance Committee**
Beky Anderson, Trey Carter and Glen Kneeland
- **Building Committee**
Mary Balee, Bruce Kramer and Clarence Cash

- **Nominating Committee**
TBA in October of the upcoming election year.

Building Committee Report

Director Carter advanced the agenda to the next item for consideration: A Report from the Building Committee presented by Director Chiozza.

Director Chiozza began by stating the Building Committee met on Friday, January 27, 2017 and were provided updates on the MPD side of the Armour Center Project. Other items were presented below and a vote by the Building Committee to seek full Board approval on the items listed below passed unanimously.

Discussions centered around the following items:

- Construction Schedule MPD Armour Center Project.
- Beam Load Test – Conducted Wednesday, January 10th - Thursday, January 11th.
- MPD Armour Center Project Costs as of January 5, 2017.
- We advised the building committee the desire by the City of Memphis to remodel the remainder of the second floor of Armour Center for Memphis 9-1-1 dispatching.
- Fleming Architects Armour Center - Phase 2 Budget Summary MFD Dispatch January 2017.

Director Chiozza introduced Chief Operating Officer Doug McGown from the City of Memphis. He presented new statistics related to the Police and Communications Departments as well as the upcoming improvements related to staffing, renovations and public safety.

Scott Fleming provided an update on the current project advising Zellner Construction was performing well, the project is under budget and on-time. He also indicated they are ready to proceed with Phase II, should the Board decide to move forward with that decision.

- Initially I am asking for \$559,041.00 in A/E design fees so Fleming Architects can immediately begin designing the remaining second floor space so Memphis Fire 9-1-1 Communications can be relocated to the second floor, adjoining MPD 9-1-1 Communications and determine the costs. Included on the first floor would be the build out of the current equipment rooms above the cable vault where critical circuits and fibers enter the facility from underground and initially terminate in two small equipment rooms. Additionally, space for an exercise room would be sought in the design.
- The Building Committee discussed potential funding percentages after the estimated costs are determined.
- Legal methods to accomplish this whereby the 9-1-1 District would continue to lead the project and the City of Memphis would reimburse the 9-1-1 District their share.

A motion was requested to move forward and approve the \$559,041.00 for Fleming Architects to begin the design and engineering of the designated space.

Director Cash offered the motion to move forward and approve the \$559,041.00 for Fleming Architects to begin the design and engineering of the designated space.

Director Dates seconded the motion to move forward and approve the \$559,041.00 for Fleming Architects to begin the design and engineering of the designated space.

The Board voted 5-0 to move forward and approve the \$559,041.00 for Fleming Architects to begin the design and engineering of the designated space.

Director Chiozza further added how the ECATS system is providing pertinent information related to the performance of the PSAP's throughout the County. He also stated additional personnel that MPD staffs in the temporary MPD space allotted by MFD to use during the remodeling is really making a difference operating two PSAPs at the same time.

Director's Report

Director Carter advanced the agenda to the next item for consideration: The Executive 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.

- Memphis Fire PSAP UPS Cutover:
On the afternoon of Monday, December 12th the Shelby County 9-1-1 Emergency Communications District along with ICI changed the power source on all the 9-1-1 Vesta equipment at the Memphis Fire PSAP to generator power. We operated on a MFD portable 100kw generator for approximately 15 hours while the MFD converted to a new UPS that began at 2:00 AM on Tuesday, January 13th. We also installed portable UPS systems between the portable generator power and our equipment to stabilize the power while operating in this manner. Also, thanks goes out to the Memphis Police PSAP personnel who accommodated Memphis Fire PSAP personnel and let them staff their training room with Fire dispatchers. The Shelby County 9-1-1 Emergency Communications District's Airbus Vesta system worked flawlessly with Memphis Fire dispatchers signing in at the Memphis Police PSAP system. We have what we call a co-tenant Airbus System. The Memphis Police and Memphis Fire PSAPs are tied to the same two Vesta servers and either can log in to the same servers and work seamlessly in answering 9-1-1 calls.

- Relocation of AT&T Circuits:
On Thursday, January 12 at 12:01 a.m. Carlton, myself and Bobby Thompson along with ICI and SCSD PSAP representatives met AT&T at the SCSD Backup PSAP and facilitated relocating all AT&T circuits used by the Shelby County 9-1-1 Emergency Communications District at the PSAP into a different equipment rack. This process concluded about 2:30 a.m. and the Airbus "B" Server was brought back on line.

▪ Budget Line Item Transfer:

I am requesting a motion to approve the following budget line item transfer for the FY16-17 Budget as listed below:

\$75,000.00 from budget line #4415 Public Education, to budget line #4218 Maintenance Agreements.

Director Kramer offered a motion to approve the budget line item transfer for the FY16-17, of \$75,000.00 from budget line #4415 Public Education, to budget line #4218 Maintenance Agreements.

Director Kneeland seconded the motion to approve the budget line item transfer for the FY16-17, of \$75,000.00 from budget line #4415 Public Education, to budget line #4218 Maintenance Agreements.

Director Kramer asked if the transfer impacted the Public Education Budget. Director Chiozza responded there would be no negative impact and there may be future transfers needed before the end of the fiscal year if necessary.

The Board voted 5-0 to approve the budget line item transfer for the FY16-17, of \$75,000.00 from budget line #4415 Public Education, to budget line #4218 Maintenance Agreements.

▪ Revenue Distribution:

[Graph for FY15-16](#)

[Graph for FY16-17 \(Partial Year\)](#)

▪ Vesta Map:

During the December board meeting the board authorized the procurement of the real-time mapping application, VESTA Map for two Vesta servers we have for the City of Memphis PSAPs.

After discussions with our GIS staff we are asking for approval for the procurement of Vesta Map in the Millington PSAP. There are several reasons for this but mainly so a small PSAP with low call volume can be installed first and so this PSAP can utilize the

District's mapping information against their CAD map. We believe the District's map will be more updated in a timely manner and we see the need to also include this in our first phase along with the two servers at the City of Memphis.

Soon after installation we will return to seek the remaining funding for all remaining PSAPs throughout Shelby County.

The funds for Vesta Map (\$2,300,000) are already included in the FY16-17 budget in budget line #1308.1, so no amendment to the budget is required.

I am requesting a motion to approve the request for funding of \$52,784.00 for the Millington PSAP Vesta Map.

Director Kramer offered a motion to approve the request for funding of \$52,784.00 for the Millington PSAP Vesta Map.

Director Dates seconded the motion to approve the request for funding of \$52,784.00 for the Millington PSAP Vesta Map.

The Board voted 5-0 to approve the request for funding of \$52,784.00 for the Millington PSAP Vesta Map.

▪ Shelby County Fire Department PSAP:

Congratulations to the Shelby County Fire Department PSAP! The Shelby County Fire Department PSAP was approved for re-accreditation as an Emergency Medical Dispatch Center of Excellence on January 7, 2017 by the Board of Accreditation of the International Academies of Emergency Dispatch.

The Shelby County Fire Department PSAP will be recognized at the Navigator 2017 conference and enjoy a special evening with fellow distinguished agencies at the ACE Reception.

[Letter of Re-Accreditation](#)

<http://www.emergencydispatch.org/Conference>

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

TRAINING

Upcoming Events

- March 29 Communications With a purpose
- April 28 Hostage Negotiations
- May 4 Active Shooter Response
- May 24 Social Media Best Practices
- July 26 – 28 Communications Center Supervisor (3-day class)
- September 14 Active Shooter Response
- October 11 De-stress and get more Me Time
- October 12 Positive Interaction with Difficult People
- November 1 Communications Center Supervisor (3-day class)

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

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. Dates for 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 Carter requested a motion to accept the Directors Report as presented by Director Chiozza.

Director Dates 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 5-0 to accept the Directors Report as presented by Director Chiozza.

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

He then stated he and the other Board members in new positions are looking forward to serving the District and the citizens of Shelby County.

Director Carter then requested a motion to adjourn the meeting.

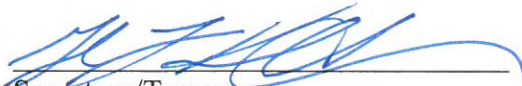
Director Kramer offered a motion to adjourn the meeting.

Director Dates 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:


Secretary/Treasurer
Glen Kneeland

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