

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
April 6, 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, April 6, 2017, at 3150 Lenox Park Blvd. Suite 108.

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

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

Additionally Present: B. Wolfe-Davis, M. Stiger, M. Spencer, J. Tow, Memphis Police Communications, Tom Needham, Shelby County Public Works, T. Fisher, L. Covey, City of Germantown, Gary Graves, City of Millington, Police Department, T. Gordon, M. Moody, Memphis Fire Dept., R. Ivory, C. Howard, Shelby County Fire Communications, G. Cloyd, R. Davis, Shelby County Sheriff's Office, R. Bailey, Shelby County Communications, A. Onyango, Motorola, M. Hickey, R. Holloway, Mission Critical Partners, S. Fleming, Fleming Architects.

Call to Order and Roll Call

Director Carter called the meeting to order at 8:40 AM. He began by a roll call of the members. Finding a quorum present, the meeting commenced.

Review and Approval of February 2, 2017 Full Board Minutes

Director Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on February 2, 2017. He then requested a motion to accept the minutes from the full Board meeting.

Director Dates offered a motion to accept the minutes from the full Board meeting on February 2, 2017.

Director Kramer seconded the motion to accept the minutes from the full Board meeting on February 2, 2017.

The Board voted 5-0 to accept the minutes from the full Board meeting on February 2, 2017.

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:

- \$6.844 million total year-to-date revenue,
- \$6.167 million total year-to-date expenses,
- \$ 677 thousand 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**
 - \$14.841 million, Highland Capital Management,
 - \$ 3.106 million, First Tennessee Bank Checking,
 - \$17.947 million, Total Working Capital Accounts.
- **Reserve Fund Account**
 - \$21.958 million Highland Capital Management,
 - \$21.958 million Total Reserve Fund Account.

Director Carter requested a motion to accept the Treasurer's report as presented.

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

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

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

Public Education Committee Report

Director Carter advanced the agenda to the next item for consideration: A review of the Public Education Committee Report presented by Director Chiozza.

Director Chiozza presented a Resolution to acknowledge the 911 Dispatchers in all PSAP's for their hard work and dedication to their profession. Each year the District celebrates National Telecommunicator Week by gifting every telecommunicator with a gift and copy of the Resolution.

Director Chiozza requested a motion from the Board to approve the Resolution for the Telecommunicators.

Director Kneeland offered the motion to approve the Resolution for the Telecommunicators. Director Balee seconded the motion to approve the Resolution for the Telecommunicators.

The Board voted 5-0 to approve the Resolution for the Telecommunicators.

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 providing an updated MPD Armour Center Construction Schedule. He emphasized the new completion date is July 25, 2017. He further added:

- The remodeling of the MPD side of Armour Center requires an electrical service feed/switchboard be built next to the MLGW transformer vault. In consideration of the City of Memphis' desire to remodel the Fire side of Armour Center, the switchboard needs two additional 600 amp provisions which can be procured and dropped during the current renovation. This will allow accommodation to the MFD side of the building as well. The MLGW electrical transformers located in the basement have electrical wires (direct burial lead wrapped wires) and a transformer (that is fed from a transformer on the street) that are no longer used by MLGW. In the event of a malfunction, the transformer would have to be replaced from out of town and new wiring would have to be laid at that time. The estimated cost to set a new pad and transformer is \$65K. The estimate to run 2 service entrance conduits to the street is \$15K. In consideration of the City of Memphis remodeling the Fire side of Armour Center, this renovation must be done. These items were presented to the Executive Committee and on today's agenda.
- Updated costs for the MPD Armour Center project. These costs include carbon fiber on beams, displaced radio repair and asbestos decontamination areas. We are requesting an additional \$350K budget amendment. Scott Fleming added that code upgrades required by the building inspectors after the plans were completed and the structural issues previously mention contributed to the additional costs as well as preparation of Phase II. Since the building is uncovered, it is best to address all concerns now rather than later.

Mike Spencer agreed with Mr. Fleming and Director Chiozza and advised the amount requested will be enough to complete the project without additional requests in the future. Mary Balee added she has made visits to the site and attended several meetings regarding the additional costs. She also offered reassurance to the Board that due diligence has been done and the requests made are necessary.

Director Carter requested a motion to approve a budget amendment of \$350K for the increase in costs for the Armour Center Project.

Director Balee offered the motion to approve a budget amendment of \$350K for the increase in costs for the Armour Center Project.

Director Kramer seconded the motion to approve a budget amendment of \$350K for the increase in costs for the Armour Center Project.

Director Carter further added there were many discussions regarding the budget increase and is confident the amount requested will cover completion of the project.

The Board voted 5-0 to approve a budget amendment of \$350K for the increase in costs for the Armour Center Project.

- Phase II MFD Armour Center project was approved for design by Fleming Architects. The City of Memphis is expected to pay 75% of the costs of Phase II. This is very preliminary and will be firmed up once the design work is completed.

Director Chiozza concluded the Building Committee Report.

Director Carter requested a motion of accept the Building Committee Report as presented.

Director Kramer offered the motion to accept the Building Committee Report as presented

Director Balee seconded the motion accept the Building Committee Report as presented

The Board voted 5-0 to accept the Building Committee Report as presented

Personnel Committee Report

Director Carter advanced the agenda to the next item for review: A report from the Personnel Committee presented by Chair Anderson.

Chair Anderson began confirming that everyone had an opportunity to review the information that was presented by the Personnel Committee to the Executive Committee. She further added certificates, evaluations and letters were included in the employee books and that all items had been confirmed and verified.

Chair Anderson presented the salary increases for each employee and inquired if there were any questions or objections. Hearing none, she asked for a motion to approve the salary increases for all employees and to approve the report from the Personnel Committee.

Director Dates offered the motion to approve salary increases for all employees and to accept the report from the Personnel Committee.

Director Carter seconded the motion to approve salary increases for all employees and to accept the report from the Personnel Committee.

The Board voted 6-0 to approve salary increases for all employees and to accept the report from the Personnel Committee.

Director's Report

Chair Anderson advanced the agenda to the next item for consideration: The Executive Director's Report presented by Director Chiozza.

▪ **First Tennessee Retainage Account**

The Shelby County 9-1-1 Emergency Communications District had to open a Retainage account with the Armour Center construction project. The Retainage account is money that we withhold from the contractor Zellner Construction Company and deposited into the account and we will pay later, after the contractor substantially completes all the work. With this new account, the Board need to pass a resolution for the account along with authorized check signers. I am requesting a motion and vote to approve this resolution.

Director Kramer offered the motion to approve the resolution to maintain the retainage account at First Tennessee Bank to disburse to Zellner Construction after completion of the Armour Center Project.

Director Carter seconded the motion to approve the resolution to maintain the retainage account at First Tennessee Bank to disburse to Zellner Construction after completion of the Armour Center Project.

The Board voted 7-0 to approve the resolution to maintain the retainage account at First Tennessee Bank to disburse to Zellner Construction after completion of the Armour Center Project.

▪ Highland capital Accounts

Highland Capital contacted us and advised they did not have on file a Certificate of Authority and Specimens Signatures. We obtained the form and submitted a signed form dated March 10, 2017 back to Highland Capital. The designated signatories are Glen Kneeland and Raymond Chiozza.

▪ Correspondence from David Sturtevant, State of TN Div. of Local Government

We received a letter acknowledging receipt of the audited financial statements of the, Emergency Communications District of Shelby County for the fiscal year ended June 30, 2016. These financial statements have been reviewed and accepted as part of the public records of the State of Tennessee. There were two points regarding the published report. One was the title used for one of the accounts and the other was interlocal agreements entered into by the local government entities to be filed with the Comptroller of the Treasury of the State of Tennessee.

The day we received the letter we emailed copies of all our local government agreement to him at the Comptroller's office.

▪ First Reading of the Proposed FY17-18 Budget

The proposed FY17-18 Budget was provided to the Board of Directors. Director Chiozza noted there will be additional changes to the preliminary budget.

▪ Positive Pay

The Marston Group advised the District fraudulent checks had been issued against our checking account. We advised First Tennessee Bank and provided a list of legitimate outstanding checks we had issued. A "Positive Pay Solution" was offered by First Tennessee bank to eliminate fraudulent activity. The set-up and annual costs are provided in the information packet as well as the police report.

▪ Legislative Bill Tracking Update

Concerning 911 Districts, SB596 relates to attendance and communication by electronic means. This bill is still open as the others have been postponed or dismissed until next year.

▪ AirBus Vesta 911 Upgrade

The 9-1-1 District will be upgrading our Vesta software from 6.x to Vesta 7.x. This software upgrade will provide the latest improvements to the Vesta 6.x versions of the product. This upgrade as all of this in our 9-1-1 District usually takes one to two years will all our PSAPs. We will be upgrading all the servers and equipment at all our PSAPs throughout Shelby County. Initially, we will install the upgrade installed on the “A” and “B” servers at 201 Poplar and 79 Flicker. This will coincide with the additional Vesta positons we will be installing at the MPD Alternate PSAP in Armour Center. We hope to have this accomplished by the opening date of the facility. We will order the upgrade for the remaining PSAP’s shortly after the initial order is placed, schedule and costs approved by the Board. The intent of the Shelby County 9-1-1 Emergency Communications District is to keep the best and most current 9-1-1 Call Answering software in use by our PSAP’s throughout Shelby County.

I request a motion that the Shelby County 9-1-1 Emergency Communications District Board of Directors approve the requested funds of \$1,604,524 and include a 5% contingency of \$80,226 for a total request of \$1,688,973 for the Airbus VESAT 9-1-1 system upgrade and VESTA Analytics for the Memphis PD Primary A, Memphis PD Primary B and Memphis FD Primary B servers.

Director Dates offered the motion to approve \$1,688,973 for the Vesta system upgrade and Analytics for the Memphis Police Department and Memphis Fire department servers.

Director Balee seconded the motion to approve \$1,688,973 for the Vesta system upgrade and Analytics for the Memphis Police Department and Memphis Fire department servers.

The Board voted 7-0 to approve \$1,688,973 for the Vesta system upgrade and Analytics for the Memphis Police Department and Memphis Fire department servers.

▪ Future Projects:

A list of future projects is provided for the next 5 years.

▪ 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

- May 24 Social Media Best Practices
 - July 26 - 28 Communications Center Supervisor (3day 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 (3day 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, TX	Sat., June 3 - Thurs., June 8, 2017
APCO	Denver, CO	Sun., Aug.13 - Thurs., Aug. 17, 2017
TENA	Murfreesboro, TN	Sun., Sept. 24 - Wed., Sept. 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)

Director Chiozza extended congratulations to Ron Bailey who was promoted to Communications Commander at the Shelby County Sheriff’s Office and to Michael Spencer who was promoted to the 911 Administrator for the City of Memphis.

Director Kramer asked of the possibilities of SB596 passing through the Senate.

Director Chiozza responded it probably will affect the smaller Districts but with our capabilities through BoardVantage we are able to get the information to Board members in a timely fashion. However, the estimate of passage is unknown at this time.

Director Chiozza then concluded his report.

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

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

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

The Board voted 7-0 to accept the Directors Report as presented by Director Chiozza.

Chair Anderson inquired if there was any old business. Hearing none, she inquired if there was any new business.

Chair Anderson then requested a motion to adjourn the meeting.

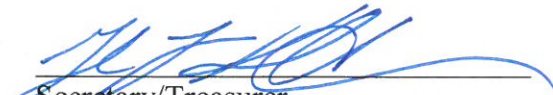
Director Carter offered the motion to adjourn the meeting.

Director Dates seconded the motion to adjourn the meeting.

The Board voted 7-0 to adjourn the meeting.

The meeting was adjourned at 9:20 AM.

Approved by:


Secretary/Treasurer
Glen Kneeland

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