
SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
August 3, 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, August 3, 2017, at 3150 Lenox Park Blvd. Suite 108.

Call to Order and Roll Call

Director Anderson called the meeting to order at 8:35 AM. She began by a roll call of the members. Finding a quorum present, the meeting commenced.

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

Board Members Excused: Cliff Dates Jr.

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

Additionally Present: Wes Green, B. Thompson, R. Holloway, M. Spencer, J. Tow, T. Fischer, G. Gray, M. Moody, K. Staples, S. Walker, H. Starnes, K. Welch, G. Cloyd, R. Ivory, M. Howard.

Review and Approval of June 1, 2017 Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on June 1, 2017. She then requested a motion to accept the minutes from the full Board meeting.

Director Carter offered a motion to accept the minutes from the full Board meeting on June 1, 2017.

Director Kramer seconded the motion to accept the minutes from the full Board meeting on June 1, 2017.

The Board voted 6-0 to accept the minutes from the full Board meeting on June 1, 2017.

Treasurer's Report

Chair Anderson 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:

- \$ 9.935 million total year-to-date revenue,
- \$12.296 million total year-to-date expenses,
- **\$-2.344 million year-to-date income WAS READ OFF IN MEETING. The correct figure should have been:**
- -\$2,361 million

Director Kneeland presented a review of the revenue and expenses for the period July 1, 2017 through June 30, 2018 as follows:

- \$ 0.00 total year-to-date revenue,
- \$ 1.336 million total year-to-date expenses,
- \$-1.336 million year-to-date income.

▪ Fund Balances and Investments

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

- Working Capital Investment Fund
 - \$11.910 million, Highland Capital Management,
 - \$ 1.159 million, First Tennessee Bank Checking.
 - \$ 1.107 million, Retainage Account
 - \$14.176 million Total Accounts
- Reserve Fund Account
 - \$22.053 million Highland Capital Management,
 - \$22.053 million Total Reserve Fund Account.

Chair Anderson requested a motion to accept the Treasurer's report as presented.

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

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

The Board voted 6-0 to accept the Treasurer's report as presented.

Director Kramer noted the reduction in Working Capital and the increase in Reserve Funds.

Director Chiozza advised the changes were for transfers related to the building project in progress and to pay for other projects such as CAD systems. He further added the quarterly reports are included documents in the Treasurer's Report from Highland Capital.

Building Committee Report

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

▪ Armour Center Phase I

Director Chiozza began by advising the Board of the following:

- parking lot paving and fencing are in progress,
- carpeting and finishing touches are taking place inside,
- the substantial completion date is still set for August 23, 2017.

Michael Spencer further added the following:

- telephone, CAD and radio projects will begin soon,
- a move-in date will not be publicized until final details are completed,
- open houses will be scheduled for staff members.

▪ Armour Center Phase II - Memphis Fire

Director Chiozza stated Fleming Architects are working on the design phase and several meetings have taken place. Michael Marshall has sent a contractual draft to the City of Memphis and we are waiting for a response from their legal department. Director Chiozza concluded the Building Report

Directors Report

Chair Anderson advanced the agenda to the next item for consideration: A review of the Directors Report presented by Director Chiozza.

▪ Emergency Number Professional (ENP) Exam

Director Chiozza began by congratulating Shelby County's newest ENP's who successfully completed the testing.

1. Deranecque Rogers, Memphis Police
2. Metrica Spears, Memphis Police
3. Shane Walker, Memphis Fire Department

▪ Participation of Board Meetings via Electronic Means:

Director Chiozza began by providing the following:

[SB596/HB556](#)

SECTION 3. Tennessee Code Annotated, Section 8-44-108, is amended by adding the following as a new subsection:

- (d) Notwithstanding this chapter to the contrary, members of an emergency communications district board of directors may participate in meetings by any electronic means approved by such board. A board member who participates in a meeting electronically under this subsection (d) is present for purposes of creating a quorum and voting on matters presented to the board for consideration during the meeting to the same extent as a board member who is physically present at the meeting.

He further added that if the Board desires to have this ability, there will be a motion needed that includes:

1. allowing participation in board meetings by electronic means,
2. the electronic means shall be by telephone conference call in.

Michael Marshall reviewed the Senate and House bill and advised the statute is permissive, not mandatory. A brief discussion took place among Board members and Chair Anderson requested a motion to table the discussion until a later time as needed.

Director Carter offered the motion to table the discussion until a later time as needed.

Director Kneeland seconded the motion to table the discussion until a later time as needed.

The Board voted 6-0 to table the discussion until a later time as needed.

▪ Updated E911 Internal Controls Policy:

We have updated our internal controls policy to include the Positive Pay procedure from First Tennessee Bank. You can review the policy through the link below.

[Updated E911 Internal Controls](#)

▪ Tennessee Emergency Communications Board (TECB):

During the May meeting the State 9-1-1 Board voted to distribute \$50,000 “flat based” One Time Payment, equally to each ECD in the form of a grant. We received these funds on May 18, 2017. On June 28, 2017, the State 9-1-1 Board held a special called Board meeting. During this meeting, the State Board modified their actions to reflect the fund distribution to be based on the same formula as the “excess revenue” distribution used previously by the State 9-1-1 Board. As a result, the Shelby County 9-1-1 District received an additional \$516,846. We received the “Adjustment to One Time Payment FY17” funds deposited on July 10, 2017 with an invoice date of June 29, 2017. These funds will be recorded in FY17 according to the TECB (this is subject to change during the FY2016-17 Audit.

District	Edison Vendor Number	Base Amount	Distribution on Excess Basis	Amount of Loss From Flat Base
Shelby	1856	50,000	566,846	516,846

I am requesting a motion that these funds be accepted by the Shelby County 9-1-1 Emergency Communications District and recorded in budget line #5004.

Director Cash offered a motion to accept the “Adjustment to One Time Payment” from the TECB and record the funds in budget line #5004.

Director Carter seconded the motion to accept the “Adjustment to One Time Payment” from the TECB and record the funds in budget line #5004.

The Board voted 6-0 to accept the “Adjustment to One Time Payment” from the TECB and record the funds in budget line #5004.

Budget Line Item Transfer:

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

- \$1.00 from budget line #4006.1 GIS Administrator, to budget line #4002.1 Public Education Coordinator.
- \$250.00 from budget line #4305 Equipment Purchases Not Capitalized, to budget line #4015 Payroll Processing Fees.
- \$5,000.00 from budget line #4305 Equipment Purchases Not Capitalized, to budget line #4217 Legal Services.

Director Balee offered a motion to approve the above-mentioned line item transfers as requested.

Director Carter seconded the motion to approve the above-mentioned line item transfers as requested.

The Board voted 6-0 to approve the above-mentioned line item transfers as requested.

▪ 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

- June 23 - Communications with a Purpose
 - 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. At this time the 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.

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

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

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

The Board voted 6-0 to accept the Directors Report as presented.

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 Cash seconded the motion to adjourn the meeting.

The Board voted 6-0 to adjourn the meeting.

The meeting was adjourned at 9:06 AM.

Approved by:


Secretary/Treasurer
Glen Kneeland

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