

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
February 1, 2018

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 1, 2018, at 3150 Lenox Park Blvd. Suite 108, Memphis, TN 38115.

Call to Order and Roll Call

Director Anderson called the meeting to order at 8:37 AM. She began by a roll call of the members. Finding a quorum present, the meeting commenced.

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

Board Members Absent: Cliff Dates Jr.

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

Additionally Present: Gray Graves, M. Spencer, R. Holloway, R. Ivory, M. Howard, Wesley Green

Review and Approval of December 1, 2017 Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on December 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 December 1, 2017

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

The Board voted 6-0 to accept the minutes from the full Board meeting on December 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, 2017 through June 30, 2018 as follows:

- \$ 5.10 million total year-to-date revenue,
- \$ 9.40 million total year-to-date expenses,
- \$-4.30 million year-to-date income (read as \$4.18 million year-to-date).

▪ Fund Balances and Investments

Director Kneeland presented a review of the Working Capital Accounts and Reserve Fund Account as of October 2, 2017 as follows:

- Working Capital Investment Fund
 - \$ 8.162 million, Highland Capital Management,
 - \$ 1.251 million, First Tennessee Bank Checking,
 - \$ 347 thousand, Retainage Account,
 - \$ 9.760 million Total Accounts
- Reserve Fund Account
 - \$22.069 million Highland Capital Management,
 - \$22.069 million Total Reserve Fund Account.

Director Chiozza added the quarterly reports from Highland Capital and the bond commentary from the fourth quarter are included in the financial documents.

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

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

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

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

Building Committee

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

Director Chiozza began by stating the grand opening of Armour Center was a successful event and included a great turn out by the Board of Directors. Phase II is proceeding with the completion of abatement upstairs and demolition of the interior walls.

Director Balee added how pleased the Dispatchers were in showing the attendees the new facility. Memphis Police Communications is the first PSAP in the State of Tennessee and the third in the country to operate two hot PSAP's working simultaneously.

Administrator Spencer added he appreciated the Board and staff support and the calls are being answered at a 95% rate. He further added they are 11 call positions away from being fully staffed are looking to make modifications at the 201 Poplar Avenue location.

Director Chiozza added how Communications sacrificed CAD updates for the project to move forward and the Board of Directors' approval that made the project a reality.

Directors Report

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

- Vesta Map at Memphis Primary A and B Sites

Director Chiozza began by stating we are close to ordering the Vesta Map product for the Memphis Sites A and B. Our staff has recommended that we change to the Airbus Vesta Map LOCAL product which has taken a few weeks longer to finalize. The Vesta Map LOCAL is in Beta and will be ready by the end of February for ordering. We recently have seen a presentation of the product and were very impressed. The Board has previously approved \$1,101,963.00 plus a 15% contingency of \$166,000.00 for a total of \$1,267,963 on December 1, 2016 for the product. We will review the anticipated costs in a week or so and update the full Board. Once finalized, meetings will begin with Airbus and Motorola discussions relating to the Shelby County Sheriff's Office, Shelby County Fire and possibly Millington PSAP's.

▪ 2018 Legislative Session

The following bills have been filed:

- HB1493 Local Government: Constance's Law

Sponsors: Summary:

Rep. Carr, Dale

Requires the emergency communications Board to establish a uniform statewide emergency text message system for the purpose of assisting and responding to children in an emergency. The bill specifies that the system must be compatible with cellular telephone systems and utilize a single, primary three-digit telephone number to which a child may text a message for help in an emergency. The bill also specifies that the system must provide for the routing of the text message to the appropriate local law enforcement agency in addition to other appropriate first responders.

House Status: 01/17/18 - Referred to House State Government Subcommittee.

- SB1614/HB1557 Local Government: Appointments by Local Government Officials – Term Limits

Sponsors: Summary:

Sen. Harper, Thelma, Rep. Staples, Rick

Prohibits a county or municipal legislative body from imposing term limits on a person appointed to a Board by the Mayor if the person serves without compensation, not including travel and expenses.

Senate Status: 01/18/18 - Referred to Senate State & Local Government Committee.

House Status: 01/25/18 - Set for House Local Government Subcommittee
01/31/18.

A brief discussion took place regarding the effect on the 911 Boards.

TRAINING

Best Practices of a Successful CTO: Training the Adult Learner

March 19, 2018 @ 8:30 am - 5:00 pm

Shelby County Emergency Communications District 3150 Lenox Park Blvd., Suite 108 – Memphis Details,

3150 Lenox Park Blvd., Suite 108
Memphis, TN 38115 United States

“Best Practices of a Successful CTO: Training the Adult Learner” (8-Hour) During the 8-hour training session, we will revisit and refresh the minds of your CTOs. As the greatest initial influence of new telecommunicators and as a representative of your agency, we will discuss the vital role of setting the standard and direction of your communications center. From the first orientation, including phased training, documentation, and grading, we will work through proven best practices from experienced CTOs and supervision. Training...

Communications Center Supervisor (APCO)

April 18, 2018 @ 8:30 am - April 20, 2018 @ 5:00 pm

Shelby County Emergency Communications District 3150 Lenox Park Blvd., Suite 108 – Memphis Details,

3150 Lenox Park Blvd., Suite 108
Memphis, TN 38115 United States

Communications Center Supervisor (CCS), a 3-day class offered by the APCO Institute. The Communications Center Supervisor Course is designed for prospective, newly appointed or experienced communications Supervisors who want to enhance their supervisory skills and knowledge.

2018 Board Meeting Dates and Conference Dates:

The following dates in 2018 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 26, 2018 is tentatively set due to holidays. At this time the dates for 2018 conferences are shown below.

Executive Committee Meeting Dates & Times	9-1-1 Board Meeting Dates & Times
Friday, January 19, 2018 8:30 a.m.	Thursday, February 1, 2018 8:30 a.m.
Friday, March 23, 2018 8:30 a.m.	Thursday, April 5, 2018 8:30 a.m.
Friday, May 25, 2018 8:30 a.m.	Thursday, June 7, 2018 8:30 a.m.
Friday, July 20, 2018 8:30 a.m.	Thursday, August 2, 2018 8:30 a.m.
Friday, September 21, 2018 8:30 a.m.	Thursday, October 4, 2018 8:30 a.m.
Monday, November 26, 2018 8:30 a.m.	Thursday, December 6, 2018 8:30 a.m.

Conferences for 2018:

Annual Conferences	Location	Dates
NENA	Nashville, Tennessee	Saturday, June 16 – Thursday, June 21, 2018
APCO	Las Vegas, Nevada	Saturday, August 4 – Thursday, August 9, 2018
TENA	Murfreesboro, TN	Sunday, September 16 – Wednesday, September 19, 2018

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

NENA 2018 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

Chair Anderson then requested a motion to accept the Director's Report as presented.

Director Carter offered the motion to accept the Director's Report as presented.

Director Kneeland seconded the motion to accept the Director's Report as presented.

The Board voted 6-0 to accept the Director's Report as presented.

Chair Anderson asked if there was any old business for discussion. Hearing none, she asked if there was any new business, Hearing none she then requested a motion to adjourn the meeting.

A brief discussion took place regarding the Phase I Armour Center renovation project and the participation of everyone involved in the mission.


Director Balee offered the motion to adjourn the meeting.

Director Carter seconded the motion to adjourn the meeting.

The Board voted 6-0 to adjourn the meeting.

The meeting was adjourned at 9:18 AM.

Approved by:



Secretary/Treasurer
Glen Kneeland

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