

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT

Board of Directors Meeting Minutes

April 5, 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, April 5, 2018, at 3150 Lenox Park Blvd. Suite 108.

Call to Order and Roll Call

Vice-Chair Carter called the meeting to order at 8:34 AM. He 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, Cliff Dates Jr.

Board Members Excused: B. Anderson.

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

Additionally, Present: R. Thompson, W. Green, J. Tow, M. Moody, R. Ivory, R. Hollaway, R. Bailey, J. Massey, B. Wolfe-Davis, L. Ness, C. Howard, A. Fischer, J. Barnes, G. Cloyd, R. Stanback, A. Onyango.

Review and Approval of February 1, 2018 Full Board Minutes

Vice-Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on February 1, 2018. He then requested a motion to accept the minutes from the full Board meeting.

Director Kramer offered a motion to accept the minutes from the full Board meeting February 1, 2018.

Director Kneeland seconded the motion to accept the minutes from the full Board meeting on February 1, 2018.

The Board voted 6-0 to accept the minutes from the full Board meeting on February 1, 2018.

Treasurer's Report

Vice-Chair 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, 2017 through June 30, 2018 as follows:

- \$ 6.65 million total year-to-date revenue,
- \$ 11.32 million total year-to-date expenses,
- \$ -4.67 million year-to-date income.

▪ **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**
 - \$ 8.18 million, Highland Capital Management,
 - \$ 1.76 million, First Tennessee Bank Checking,
 - \$ 393 thousand, Retainage Account
 - \$10.33 million Total Accounts
- **Reserve Fund Account**
 - \$22.08 million Highland Capital Management,
 - \$22.08 million Total Reserve Fund Account.

Director Kneeland added the first reading of the Budget is included in the Director's Report.

Vice-Chair Carter 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 Dates seconded the motion to accept the Treasurer's report as presented.

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

Public Education Committee

Director Chiozza began by stating we recognize our Dispatchers/Telecommunicators in the PSAP's throughout Shelby County during next week's National Telecommunicator Week (April 8, 2018 – 14, 2018). As a token of their appreciation, the Board of Directors of the Shelby County 9-1-1 Emergency Communications District would like to present each Dispatcher and Telecommunicator with an umbrella and cup.

Building Committee Report

Director Chiozza began by stating the Armour Center Phase II MFD project completed abatement upstairs and in basement boiler room area. The foundation work and concrete pouring was completed for the elevator shaft and walls. A change order is expected by the end of the month to get the project moving forward again.

Personnel Committee Report

Vice Chair Carter stated that after reviewing all the information and performance reviews, the Personnel Committee recommended a 3% across the board salary increase be included in the FY18-19 budget. He further added there would be additional discussions taking place to finalize the recommendation to be presented to the Executive Committee and Full Board. He also congratulated the staff for the great performance reviews and advised all material was uploaded on BoardVantage.

Vice Chair Carter requested a motion to accept the recommendation from the Personnel Committee to accept the 3% across the board salary increase for the staff.

Director Dates offered a motion to accept the recommendation from the Personnel Committee to accept the 3% across the board salary increase for the staff.

Director Cash seconded the motion to accept the recommendation from the Personnel Committee to accept the 3% across the board salary increase for the staff.

The Board voted 6-0 to accept the recommendation from the Personnel Committee to accept the 3% across the board salary increase for the staff.

Directors Report

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

- AIRBUS/MOTOROLA VESTA MAP LOCAL at Memphis Primary A and B SITES
On February 16, 2018 we signed off on the Airbus/Motorola Vesta Map Local product at \$1,151,963. We will install this on the A and B Servers at 201 Poplar and 79 Flicker and evaluate it. The Board previously approved \$1,101,963.00 plus a 15% contingency of \$166,000.00 for a total of \$1,267,963 on 12-1-16. After installation it should not take very long to evaluate the product in a live environment.

- Budget Line Item Transfers
During the FY17-18 Budget reading we had two budget lines where the amounts were listed, but they did not roll up into the budget line totals. I am requesting a motion to approve the following budget line item transfers for the FY17-18 Budget as listed below:

Both will be transferred from: Budget Line #4305 Equipment Purchases Not Capitalized, \$1,600 to budget line #4401 Bank Charges and \$23,000 to budget line #4417 Service Awards.

Vice Chair Carter requested a motion to approve the requested line item transfers as stated by Director Chiozza.

Director Dates offered a motion to approve the requested line item transfers as stated by Director Chiozza.

Director Kramer seconded the motion to approve the requested line item transfers as stated by Director Chiozza.

The Board voted 6-0 to approve the requested line item transfers as stated by Director Chiozza.

- Call Taker Position Certification Form
At the regularly scheduled meeting on May 3, 2017, the Tennessee Emergency Communications Board authorized the procurement of statewide call handling as a service ("CHAAS") through the Department of Finance and Administration's NetTN contract with AT&T. As part of this procurement, the Board shall subsidize fifty percent (50%) of the annual recurring cost of eight thousand dollars (\$8,000) per call taking position ("CTP") for districts obtaining CHAAS and to remit four thousand dollars (\$4,000) per CTP for districts not obtaining CHAAS.

This means our 9-1-1 District will receive \$667 per Call Taker Position for fiscal year 2018, and \$4,000 per Call Taker Position for fiscal year 2019. A link to the form was provided to the Board of Directors.

▪ State Group Insurance Program – Continuing at Retirement

Discussion was held with the Executive Committee on participating in the State Group Insurance Program, Continuing Insurance at Retirement. An employee may sign up for this insurance within one month of retirement. The Executive Committee recommended this program and placed it on the agenda for full Board consideration. Our discussion will center around if the District will participate by sharing the cost, and the restrictions that are in place that limit employee's participation. At the end of the discussion a motion will be needed to extend this to any current employee that retires after this vote. The eligibility guidelines are:

- Ten years of creditable service, must be age 55 or older and at least three years of continuous insurance coverage in the plan immediately prior to final termination of employment. The date retirement insurance starts must immediately follow the date your active coverage ends.
- Twenty years of creditable service, must be age 55 or older and at least one year of continuous insurance coverage in the plan immediately prior to final termination of employment. The date retirement insurance starts must immediately follow the date your active coverage ends.
- Thirty years of creditable service and at least one year of continuous insurance coverage in the plan immediately prior to final termination of employment. The date retirement insurance starts must immediately follow the date your active coverage ends.

Director Chiozza advised that upon reaching Medicare eligibility, the retiree would be dropped from the District insurance plan which limits the financial responsibility.

Director Kramer asked if there was a direct cost to the District.

Director Chiozza responded the District has the option to participate in a shared cost.

Director Dates asked what the actual cost of the plan would be for the District.

Director Chiozza advised a shared cost of 70/30 percent would be \$5600 annually until the employee became Medicare eligible or disabled.

Director Kramer stated the benefit is a great incentive and retention perk for recruitment as long as it is affordable.

Vice Chair Carter requested a motion to adopt the retirement insurance plan.

Director Dates offered the motion to adopt the retirement insurance plan.

Director Kramer seconded the motion to adopt the retirement insurance plan.

The Board voted 6-0 to adopt the retirement insurance plan.

▪ Reminder of TCA 7-86-314 Removal of Board Member:

As a reminder for our Board of Directors, please see the enclosed information on Tennessee Code Annotated 7-86-314 (a link to the information was provided to the full Board).

▪ First Reading of the Proposed FY18-19 Budget:

After a brief discussion regarding various line items, Director Chiozza advised there will be some changes made before the next scheduled meeting and a link was provided to the full Board for review.

Directed Chiozza requested a motion to accept the first reading of the proposed FY18-19 Budget.

Director Kramer offered the motion to accept the first reading of the proposed FY18-19 Budget.

Director Dates seconded the motion to accept the first reading of the proposed FY18-19 Budget.

The Board voted 6-0 to accept the first reading of the proposed FY18-19 Budget.

▪ ECaTS Training:

On March 21, SC911, Carlton Ray held a training session for all PSAP personnel that signed up for the class to review the ECaTS program and go over how to set up reports and the functions of any reports they needed assistance on. The training session went very well with representation from six of the eight PSAPs. The classes will continue to be scheduled as the need arises.

▪ 2018 Legislative Session:

SB2206/HB1493 LOCAL GOVERNMENT: Constance's Law.

Sponsors: Sen. Swann, Art , Rep. Carr, Dale

Summary: 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. 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. 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.

Fiscal Note: (Dated January 30, 2018) NOT SIGNIFICANT

Senate Status: 02/05/18 - Referred to Senate State & Local Government Committee.

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

SB1614/HB1557 LOCAL GOVERNMENT: Appointments by local government officials - term limits.

Sponsors: Sen. Harper, Thelma , Rep. Staples, Rick

Summary: 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.

Amendment Summary:

House Local Government Subcommittee amendment 1 (013059) allows a county legislative body, through a majority vote, to adopt a resolution prohibiting term limits for persons who serve without compensation and are appointed to boards or commissions by the county mayor.

Fiscal Note: (Dated January 25, 2018) NOT SIGNIFICANT

Senate Status: 03/13/18 - Senate State & Local Government Committee recommended with amendment 1. Sent to Senate Calendar Committee.

House Status: 03/01/18 - House passed with amendment 1 (013059).

▪ Training Classes:

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., Ste 108,
Memphis, TN**

Communications Center Supervisor (CCS) 3 Day Class is designed for prospective, newly appointed or experienced communications supervisors who want to enhance their supervisory skills and knowledge. Recommended for current communications center supervisor or those seeking supervisory positions. TOPICS INCLUDE: The Telecommunications Supervisor Role Liability Issues for Supervisors, Policies, Procedures and Directives, Communication Skills Self-assessment, Employee Evaluation and Motivation Class lecture is supplemented with practical exercises that help students apply the lessons to their...

Denise Amber Lee: A Victims Plea

May 22 @ 8:00 am - 5:00 pm Repeated on May 23.

**Shelby County Emergency Communications District 3150 Lenox Park Blvd., Ste 108,
Memphis, TN**

“A Victim’s Plea; Meeting Expectations” (8-Hour) In this full-day course, students are exposed to a riveting, emotional roller coaster of critical 911 failures that occurred the night Denise was kidnapped, raped, and murdered. Nathan Lee, founder and President of the Denise Amber Lee Foundation, and a 911 professional tie together the elements of the Denise Amber Lee tragedy. A positive and uplifting presentation, students will learn of the obvious failures that day to the more in-depth concepts such as leadership.

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

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

Director Kramer offered the 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.

Director Chiozza acknowledged the presence of Jim Barnes from the State of Tennessee.

Vice-Chair Carter asked if there was any old business. Hearing none he asked if there was any new business.

Director Dates commended the first responders for the wonderful job they performed in the participation of MLK50.

Director Balee further added there was six months of planning that took place for the event in order for it to be successful.


Vice-Chair Carter then requested a motion to adjourn the meeting.

Director Dates offered the motion to adjourn the meeting.

Director Balee seconded the motion to adjourn the meeting.

The meeting was adjourned at 9:09 AM.

Approved by:


Secretary/Treasurer
Glen Kneeland

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