

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**Board of Directors Meeting Minutes****June 7, 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, June 7, 2018, at 3150 Lenox Park Blvd. Suite 108.

Public Hearing Call to Order

Chair Anderson called the Public Hearing to order at 8:36 AM for comments or questions related to the FY18-19 Shelby County ECD budget. Hearing none, she closed the Public Hearing.

Call to Order and Roll Call

Chair 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: C Dates.

Review and Approval of April 5, 2018 Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on April 5, 2018. 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 April 5, 2018.

Director Kneeland seconded the motion to accept the minutes from the full Board meeting on April 5, 2018.

The Board voted 6-0 to accept the minutes from the full Board meeting on April 5, 2018.

Introductions

Chair Anderson opened the floor for introductions.

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

Additionally Present: R. Hollaway, J. Tow, M. Spencer, J. Goodman, J. Massey, W. Green, A. Onyango, G. Cloyd, R. Bailey, M Moody, S Lovejoy, G Graves, M Hickey.

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:

- \$ 8.27 million total year-to-date revenue,
- \$ 11.99 million total year-to-date expenses,
- \$ -3.72 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,
 - \$ 2.22 million, First Tennessee Bank Checking,
 - \$ 366 thousand, Retainage Account
 - \$10.77 million Total Accounts
- **Reserve Fund Account**
 - \$22.10 million Highland Capital Management,
 - \$22.10 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.

Building Committee Report

Director Chiozza began by stating the Armour Center Phase II MFD elevator shaft and walls have been put in place and construction should be completed in July 2019. A meeting was held between all parties and the project is moving along successfully and full funding is available.

Personnel Committee Report

Vice Chair Carter stated the Committee reconvened on May 16, 2018 and reviewed the performance reports for the entire staff and recommended to the Executive Committee the salary adjustments reflected in the FY18-19 Budget. Chair Anderson asked if there were any questions. Hearing none, Vice-Chair Carter added there was a job title change for the Accounting Mgr./Executive Assistant to Accounting Manager to reflect current job-related duties.

Chair Anderson requested a motion to accept the recommended salaries from the Personnel Committee for FY18-19.

Director Kneeland offered a motion to accept the recommended salaries from the Personnel Committee for FY18-19.

Director Balee seconded the motion to accept the recommended salaries from the Personnel Committee for FY18-19.

The Board voted 6-0 to accept the recommended salaries from the Personnel Committee for FY18-19.

Directors Report

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

- **Call Taker Position Certification Form:**

The Shelby County 9-1-1 Emergency Communications District is in receipt of a check from the TECB for \$67,932 for our 9-1-1 District since we will receive \$667 per Call Taker Position for fiscal year 2018, and \$4,000 per Call Taker Position for fiscal year 2019. I request a motion to accept the additional funding and amend our FY17-18 budget revenue line #3020 to show the additional revenue amount of \$67,932.

- Below is form the April Board meeting:

At its 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.

Director Cash offered a motion to accept the additional funding and amend our FY17-18 budget revenue line #3020 to show the additional revenue amount of \$67,932.

Director Kramer seconded the motion to accept the additional funding and amend our FY17-18 budget revenue line #3020 to show the additional revenue amount of \$67,932.

The Board voted 6-0 to accept the additional funding and amend our FY17-18 budget revenue line #3020 to show the additional revenue amount of \$67,932.

- Airbus/Motorola Vesta Map Local at Memphis Primary A and B Sites
Preparation for the Airbus/Motorola Vesta Map Local product started in May. We hope to have installation completed the first week or two of June. Training will take place the week of July 23. Motorola/Airbus test the RapidSOS interface on May 31.
- Rex Hollaway
Just about all of us know Rex Hollaway with Mission Critical Partners. Rex goes back a very long time with the Shelby County 9-1-1 District having been a Consultant that worked on the initial installation of the 9-1-1 system after citizens voted for it in 1984 and the go live date of March 1, 1988. June 30 will mark the end of Rex's career in the telecommunications and 9-1-1 industry after 47 years. I along with the Shelby County 9-1-1 Board of Directors and staff wish Rex well in his retirement.
- Second Reading of Proposed FY18-19 Budget:
Director Chiozza advised an IT Technician staff position was added to the Budget due to the increase in network related items. This item is budgeted for the upcoming fiscal year with a decision to be made at a later date by the Personnel Committee when the position will be filled. The funds are included for the Vesta upgrades for the remaining PSAP's as well as completing associated items for Armour Center.

Chair Anderson requested a motion to accept the proposed FY18-19 Budget.

Director Balee offered a motion to accept the proposed FY18-19 Budget.

Director Kramer seconded the motion to accept the proposed FY18-19 Budget.

- Future Projects: Were provided in a report.
- State Virtual Training Academy
The State of TN has introduced a virtual training academy for dispatchers that includes all policies, procedures and training. Sean Lovejoy advised some of the PSAP's have taken advantage of this training and it has become a very useful tool.

Director Kramer asked if the Board could see a demonstration.

Mr. Lovejoy responded yes as the program is web-based.

Director Chiozza concluded his report.

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

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

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

Chair Anderson asked if there was any old business, hearing none, she asked if there was any new business.

Director Chiozza acknowledged the personnel who completed the NENA CMCP class successfully as follows:

1. Diana Roberts, Shelby County Sheriff's Office
2. Jeremiah King, Memphis Police Communications
3. Katrina Towles, Memphis Police Communications
4. Joseph Massey, Bartlett Police Communications
5. Julia Goodman, Bartlett Police Communications
6. Donald Taylor, Germantown Police Communications

Chair Anderson requested a motion to adjourn the meeting.

Director Kneeland offered the motion to adjourn the meeting.

Director Kramer seconded the motion to adjourn the meeting.

The meeting was adjourned at 9:02 AM.

Approved by:


Secretary/Treasurer Glen Kneeland

Minutes transcribed by: Carmen Tyler, Accounting Manager