
SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
October 4, 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, October 4, 2018, at 3150 Lenox Park Blvd. Suite 108.

Call to Order and Roll Call

Chair 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: B Anderson, P. Carter III, Glen Kneeland, B. Kramer, Clarence Cash Jr.

Board Members Absent: M. Balee

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

Additionally Present: S. Lovejoy, James Stokes, D. Townsend, M. Stiger, M. Spencer, T. Fischer, D. Taylor, J Lenti, Lois P, J Hanna, C Golden, R. Hall, D. Carroll, A. Onyango, W. Green, R. Holloway, R. Davis, R. Bailey, R. Ivory, C. Howard, J. Downer, A. Benson, M Hickey, C Faircloth.

Review and Approval of August 2, 2018 Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on August 2, 2018. She then requested a motion to accept the minutes from the full Board meeting.

Director Kneeland offered a motion to accept the minutes from the full Board meeting August 2, 2018.

Director Kramer seconded the motion to accept the minutes from the full Board meeting on August 2, 2018.

The Board voted 5-0 to accept the minutes from the full Board meeting on August 2, 2018.

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 previous fiscal year revenue and expenses for the period July 1, 2017 through June 30, 2018 as follows:

- \$ 9.83 million total year-to-date revenue,
- \$ 12.42 million total year-to-date expenses,
- \$ -2.59 million year-to-date income.

Director Kneeland presented a review of the previous monthly revenue and expenses for the period July 1, 2018 through June 30, 2019 as follows:

- \$1,559 million monthly revenue,
- \$3,501 million monthly expenses,
- \$-1,942 million monthly income.

▪ **Fund Balances and Investments**

Director Kneeland presented a review of the Working Capital Accounts and Reserve Fund Account as of October 1, 2018 as follows:

- *Working Capital Accounts*
 - \$10.6 million total
- *Reserve Fund Account*
 - \$22.2 million total

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

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

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

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

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.

Director Chiozza advised the building Committee information would be provided in the Director's Report.

Nominating Committee

Chair Anderson advanced the agenda to the next item for consideration: Appointment of the Nominating Committee.

Chair Anderson stated the committee would solicit candidates to fulfill the positions of Chair, Vice-Chair and Treasurer. Director's Kamer and Cash agreed to serve on the committee.

Directors Report

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

- APCO 2018 Las Vegas, NV:

The recent APCO Conference was a great success. Two Memphis Communication employees received their RPL designations during a ceremony.

- APPLE iOS 12 & RAPIDSOS:

Apple released iOS12. When downloaded Apple phones, with iOS12, will send fast and accurate device location information to the RapidSOS NG911 clearinghouse when a user dials 9-1-1. A demonstration of Vesta Map Local will be shown after the meeting in the computer lab. Carlton Ray and Timothy Zimmer will demonstrate and explain how the system operates.

- Connecting Our PSAPs to the State of Tennessee ESINET:

We recently met with representatives from Motorola, AT&T, Comtech, the State of Tennessee Emergency Communications Board in Memphis to discuss the plans and document responsibilities for connecting Shelby County PSAPs to the States NG911 ESINet network. Note also the State 9-1-1 board recently voted to migrate to the A&T Nationwide ESINet network

- Shelby County ECD - TEXT to 9-1-1:

AT&T has advised they will pay our costs to obtain "Text to 9-1-1" (TXT29-1-1) for Shelby County during discussions with AT&T during the APCO conference.

- Motorola VESTA 7.X and VESTA Map Local at remaining PSAPS:

We have the approximate cost to upgrade our remaining PSAPs in Shelby County to Vesta 7.x and install Vesta Map Local in each PSAP at \$2,450,000. This will also provide the full integration to RapidSOS Clearinghouse. These funds are included in the current FY18-19 budget. This will make our remaining PSAPs identical to the Memphis Police and Fire PSAPs.

I am requesting a motion from the Board of Directors to approve the requested funds of up to \$2.45 million and provide a 15% contingency of \$367,000 for a total of \$2.817 million.

Chair Anderson requested a motion to approve the requested funds of up to \$2.45 million and provide a 15% contingency of \$367,000 for a total of \$2.817 million.

Director Carter offered a motion to approve the requested funds of up to \$2.45 million and provide a 15% contingency of \$367,000 for a total of \$2.817 million.

Director Kramer seconded the motion to approve the requested funds of up to \$2.45 million and provide a 15% contingency of \$367,000 for a total of \$2.817 million.

The Board voted 5-0 to approve the motion to approve the requested funds of up to \$2.45 million and provide a 15% contingency of \$367,000 for a total of \$2.817 million.

- Firehouse Magazine Article:

A link was provided to an article that appeared in Firehouse Magazine on Shelby County TN 9-1-1 District Call Plotting and GIS Data Using Nearmap.

- Building Committee:

Work is continuing to progress on the remodeling of the Armour Center Phase II MFD PSAP location. Zellner Construction advised they are looking at a March-April completions date. They advised they would be ready to set the dispatch console base units in mid-December. Fleming Architects is coordinating with all the suppliers to ensure they can meet this timetable.

- CMCP:

The following personnel have taken and passed the NENA CMCP class:

1. Donald Taylor, Germantown Police PSAP
2. Dewanda Montague, Memphis Police PSAP

- RPL:

The following personnel have received the APCO Registered Public-Safety Leader Certification:

1. Sean Lovejoy, Manager – Training/Quality Assurance, Memphis Police
2. Margaret Stiger, Supervisor, Memphis Police

- ENP:

The following personnel have completed the testing for ENP:
Jessica Lenti, Germantown Police

- Future Training Classes were provided.

Director Chiozza concluded his report.

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

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

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

The Board voted 5-0 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 advised the everyone the FY2017-18 audit has begun with a possible completion date before the next scheduled Full Board meeting.

Chair Anderson then requested a motion to adjourn the meeting.

Director Kramer offered the motion to adjourn the meeting.

Director Carter seconded the motion to adjourn the meeting. The meeting was adjourned at 9:36 AM.

Approved by:


Secretary/Treasurer Glen Kneeland

Minutes transcribed by: Carmen Tyler, Accounting Manager