

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
December 6, 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, December 6, 2018, at 3150 Lenox Park Blvd. Suite 108.

Call to Order and Roll Call

Chair Anderson called the meeting to order at 8:36 a.m. She began by welcoming new Board member Mendi Shull, whose appointment will take effect on December 20, 2018. Following was an introduction of attendees who were present as listed below.

Mike Marshall, Mendi Shull, James Stokes, R. Thompson, Sean Lovejoy, M. Spencer, J. Tow, Rex Hollaway, K. Welch, C. Golden, R. Bailey, R. Ivory, C. Howard, C. Dates, Jr.

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

Chair Anderson began a roll call of the board 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.

Review and Approval of October 4, 2018 Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on October 4, 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 October 4, 2018.

Director Kramer seconded the motion to accept the minutes from the full Board meeting on October 4, 2018.

The Board voted 5-0 to accept the minutes from the full Board meeting on October 4, 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, 2018 through June 30, 2019 as follows:

- \$ 4.514 million total year-to-date revenue,
- \$ 4.135 million total year-to-date expenses,
- \$ 379 thousand year-to-date income.

▪ *Fund Balances and Investments*

Director Kneeland presented a review of the Working Capital Accounts and Reserve Fund Account as of December 3, 2018 as follows:

- *Working Capital Accounts*
 - \$11.9 million total
- *Reserve Fund Account*
 - \$22.3 million total

Director Chiozza stated documents were included in the Treasurer's Report related to the investment accounts, in addition to the following:

• *Statement of Financial Transactions*

This statement will be provided to coincide with the internal controls policy and to document when funds are transferred from investment accounts.

• *Updated Internal Controls Policy*

As auditors provide policy changes, the staff will provide updates to the policy as the changes occur (highlighted yellow items).

Chair Anderson requested a motion to accept the Statement of Financial Transactions and Updated Internal Controls Policy into the Treasurer's report as presented.

Director Kramer offered a motion to accept the Statement of Financial Transactions and Updated Internal Controls Policy into the Treasurer's report as presented.

Director Kneeland seconded the motion to accept the Statement of Financial Transactions and Updated Internal Controls Policy into the Treasurer's report as presented.

The Board voted 5-0 to accept the Statement of Financial Transactions and Updated Internal Controls Policy into the Treasurer's report as presented.

FY2017-18 Audit Draft

Chair Anderson advanced the agenda to the next item for consideration: A review of the FY2017-18 Audit Draft presented by Director Chiozza.

Director Chiozza submitted a draft of the annual audit for review and preliminary acceptance by the Board in order to avoid a special call meeting. Since there are no significant audit findings and no anticipated audit changes expected, Director Chiozza requested a motion to accept the draft as presented and agreed to provide the Board with the final hard copies as soon as they become available.

Director Carter offered a motion to accept the final draft of the audit as presented.

Director Kramer seconded the motion to accept the final draft of the audit as presented.

The Board voted 5-0 to accept the final draft of the audit 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 submitted a project cost update as of October 24, 2018 reflecting the current and pending costs. There is \$386,387.97 still available in the budget for the project.

Recognizing Former Board Member Cliff Dates:

Chair Anderson advanced the agenda to recognize Cliff Dates, Jr. for his years of service as a District Board member. Former Director Dates resigned his position in August of 2018 after 12 years of service. The District presented gifts of appreciation and verbal thanks on behalf of the Board and staff members.

Chair Anderson and Vice-Chair Carter reminded everyone of his long-standing service to the community, his continued commitment to the youth of the City of Memphis. We are grateful for his service and wish him well in his future endeavors.

Nominating Committee

Chair Anderson advanced the agenda to the next item for consideration: Selection of Officers for the upcoming year.

Director Kramer advised the current Officers were willing to retain their respective positions for another term and nominated them as follows:

Beky Anderson – Chair
Patrick Carter III – Vice-Chair
Glen Kneeland - Treasurer

Attorney Mike Marshall offered by acclamation that the current Officers retain their positions for another term.

The Board voted 6-0 to retain the current Officers to their respective positions.

Directors Report

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

- Rapid SOS:
On October 31, RapidSOS held a session in Memphis that attracted ECD and PSAP personnel from West and Middle Tennessee. Tracy Eldridge, with RapidSOS, demonstrated in a live environment the RapidLite and fully integrated RapidSOS products.
- Shelby County Sheriff's Office & County Fire CAD Final Acceptance:
the Shelby County Sheriff's Office and Shelby County Fire signed the Motorola's Final System Acceptance document on October 29, 2018. This completes the Computer Aided Dispatch (CAD) project for these two agencies. The District should receive a final billing from Motorola.
- Connecting Our PSAP's to the State of Tennessee ESINET:
Cutting to the State of Tennessee ESINetwork was delayed due to an issue AT&T had with the router at Armour Center. The issue was corrected and the cutover has been rescheduled.
- A Demonstration of the Motorola VESTA Map Local:
A demonstration of Vesta Map Local will be shown after the meeting in the computer lab across the hallway for anyone that missed the demonstration in October.

- TECB Excess Revenue Distribution:

Tennessee Code Annotated §7-86-130 states: Any 911 surcharge revenue collected in excess of the annual fiscal requirements of the board and the mandatory every two (2) months payments to emergency communications districts shall not revert to the general fund. The board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the Emergency Communications Districts in accordance with policies adopted by the board. The TECB voted to provide 100% of the excess to the Districts. This equates to an additional \$1,396,540.00 in revenue for the Shelby County 9-1-1 Emergency Communications District.

We also received our Controller Subsidy funds in the amount of \$408,000.00. Since our ECD maintains our own 9-1-1 controllers, the State TECB provides a reimbursement.

We received a total of \$1,804,540.00 on November 20, 2018 from the State of Tennessee TECB. I request a motion to accept the additional funding and amend our FY18-19 budget, revenue line #3020 Excess Revenue to reflect the additional revenue amount of \$1,396,540.00 and budget line # 5006 – TECB Grants and Reimbursements \$408,000.00

Chair Anderson requested a motion to accept the \$1,804,540.00 provided to the District from the State of Tennessee TECB.

Director Cash offered a motion to accept the \$1,804,540.00 provided to the District from the State of Tennessee TECB.

Director Carter seconded the motion to accept the \$1,804,540.00 provided to the District from the State of Tennessee TECB.

The Board voted 6-0 to accept the \$1,804,540.00 provided to the District from the State of Tennessee TECB.

- Shelby County ECD – Text to 9-1-1:

We are continuing our work on “Text to 9-1-1”. On October 31, we met with Motorola VESTA project manager and engineer to complete a Text to 9-1-1 Call Flow document. This was very beneficial to the MPD & MFD PSAPs. After the VESTA upgrade is completed at the remaining PSAPs, “Text to 9-1-1” will be setup for them also. In the next couple of months, the District will activate Text-to-9-1-1 in the City of Memphis. In about 15 months, “Text-to-9-1-1” will be available throughout all of Shelby County, Tennessee.

- Building Committee:

Work is continuing to progress on the remodeling of the Armour Center Phase II MFD PSAP location. May of 2019 is the anticipated time frame for completion.

- 2019 Board Meeting Dates and Conference Dates:

A list of dates was provided.

- Future Projects / Strategic Plan Estimated Costs Next 5 Years:

A list of planning and future projects was provided.

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.

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

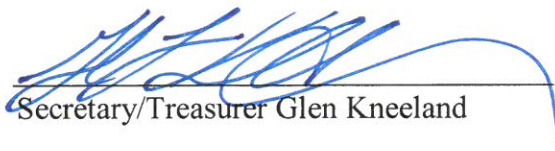
Chair Anderson asked if there was any old business, hearing none, she asked if there was any new business. She then requested a motion to adjourn the meeting.

Director Carter offered the motion to adjourn the meeting.

Director Balee 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