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**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**June 6, 2019**

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 6, 2019, at 3150 Lenox Park Blvd. Suite 108, Memphis, TN.

**Call to Order and Roll Call**

Chair Anderson called the meeting to order at 8:31 AM. She began a roll call of the Board members. Finding a quorum present, the meeting commenced.

**Board Members Present:**

Beky Anderson, P. Carter III, Glen Kneeland, M. Balee, B. Kramer, Clarence Cash Jr., S. Love, M. Shull, R. Hollaway.

**Introduction of Guests:**

S. Lovejoy, M. Spencer, W. Green, A. Fischer, D. Taylor, P. Higginbotham, S. James, S. Coleman, R. Davis, G. Cloyd, R. Ivory, Several names not understandable.

**Review and Approval of April 3, 2019 Full Board Minutes**

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on April 3, 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 3, 2019.

Director Love seconded the motion to accept the minutes from the full Board meeting on April 3, 2019.

The Board voted 9-0 to accept the minutes from the full Board meeting on April 3, 2019.

### **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:
  - \$ 9.229 million total year-to-date revenue,
  - \$ 9.904 million total year-to-date expenses,
  - \$ - 674 thousand total 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**
    - \$12.296 million total
  - **Reserve Fund Account**
    - \$22.646 million total
  
- **Financial Transactions**  
Director Chiozza presented a review of the financial transactions for the month of February to date.

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

Director Shull offered a motion to accept the Treasurer's Report as presented.

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

The Board voted 9-0 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 Armour Center Phase II ceremonial event will be scheduled in July 2019. Photos are included in the Directors Report.

**Personnel Committee Report**

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

Director Chiozza advised the IT Technician will be discussed in the Directors Report.

**Directors Report**

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

Director Chiozza provided highlights on the following:

- ***Motorola Vesta 7.2***

Motorola and Integrated Communications has begun installation of the Vesta 7.2 upgrade to the remaining PSAPs in Shelby County. ICI has completed the Collierville & Bartlett PSAPs and will move to the Germantown PSAP next.

- ***APCO Registered Public Safety Leader "RPL" Certification***

APCO International's Registered Public-Safety Leader (RPL) Program is designed for individuals interested in developing a solid foundation of management and supervisory skills necessary for successful PSAP operations. APCO RPL certification is a 12-month long program.

Roberta Ivory, Commander of the Shelby County Fire Department will be formally recognized as an RPL graduate during the 2019 APCO conference.

Commander Ivory joins Sean Lovejoy, Manager-Training/Quality Assurance, Memphis Police Department and Margaret Stiger, Supervisor, Memphis Police Department as APCO RPL's from Shelby County.

- ***Second Reading of the Proposed FY19-20 Budget***

The second reading was presented by Director Chiozza. There are a few minor changes in training funds and carryover amounts from the Armour Center Project.

Chair Anderson requested a motion to accept the FY19-20 Budget as presented by Director Chiozza.

Director Kramer offered a motion to accept the FY19-20 Budget as presented by Director Chiozza.

Vice-Chair Carter seconded the motion to accept the FY19-20 Budget as presented by Director Chiozza.

The Board voted 9-0 to accept the FY19-20 Budget as presented by Director Chiozza.



**- Office Modifications**

With the hiring of the IT Technician, it will necessitate modifications to the office. The projected costs for the office renovations is \$65,720.10. The Board's legal counsel needs to review this and associated documents for approval. We were attempting to have the work started while attending the NENA conference in June but we will not make that timeline so now I am trying for August while attending the APCO conference. I have emailed the Building, Personnel and Executive committees updates on this item. The renovations are as follows:

1. Relocate the small conference room, table & chairs to the current computer lab area.
2. Move the existing wall that has the countertop and cabinets outward to make better use of the square footage and to provide room for the conference room table and chairs after relocating.
3. The existing phone/server room will grow with two of the walls moving outward.
4. The current small conference room will become two offices.

**DRAWING of OFFICE MODIFICATIONS.****REMODLEING ~ PROJECTED COSTS.**

Chair Anderson requested a motion to approve the office modifications and projected costs contingent upon Attorney Marshall's review.

Director Balee offered a motion to approve the office modifications and projected costs contingent upon Attorney Marshall's review.

Director Cash seconded the motion to approve the office modifications and projected costs contingent upon Attorney Marshall's review.

The Board voted 9-0 to approve the office modifications and projected costs contingent upon Attorney Marshall's review.

**- IT Technician:**

The job posting for the IT Technician can be viewed below. We will be posting the position when we return from the NENA conference. We were hoping to have as much of the office modifications done before hiring but we are not sure at this point.

**JOB POSTING**

- **Shelby County ECD – Text to 9-1-1:**

On April 9, 2019 a public announcement was made that Text-to-911 was activated in the City of Memphis. The general public was notified through news media stories and on social media. As soon as all the Vesta upgrades are made in the remaining PSAPs we will work on installing the Text-to-9-1-1 solution to all the remaining PSAPs throughout Shelby County.

- **Uber Emergency 911 Call-in App**

The app was successfully tested in April 2019. Uber riders can tap the safety icon at the bottom right corner of the app to call 911. Once on the line with the 911 Dispatcher, you can easily communicate your location. The District and MPD technical personnel integrated Uber with RapidSOS at the MPD and MFD PSAPs to enable automatic location sharing with 911 dispatchers. The information is displayed in the Motorola Vesta enhanced data window.

- **Building Committee**

Work is still progressing on the remodeling of the Armour Center Phase II MFD PSAP location. We are anticipating a grand opening event in mid-July. Photos are including in the presentation. Links are provided for the Armour Center MFD PSAP Budget and the Payments Received from the City of Memphis.

- **Thank You Cards**

We received several cards of thanks from PSAPs with the NTW blanket provided by the Board of Directors. Links are provided for MFD, SCFD and MPD to view the cards and letters.

- **Future Projects**

A link is provided to review the future projects.



**- 2019 Board Meeting and Conference Dates**

The following dates in 2019 are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. The dates for 2019 conferences are shown below.

Executive Committee Meeting Dates & Times	9-1-1 Board Meeting Dates & Times
Friday, January 25, 2019 8:30 a.m.	Thursday, February 7, 2019 8:30 a.m.
Friday, March 22, 2019 8:30 a.m.	Wednesday, April 3, 2019 8:30 a.m.
Friday, May 24, 2019 8:30 a.m.	Thursday, June 6, 2019 8:30 a.m.
Friday, July 19, 2019 8:30 a.m.	Thursday, August 1, 2019 8:30 a.m.
Friday, September 20, 2019 8:30 a.m.	Thursday, October 3, 2019 8:30 a.m.
Monday, November 22, 2019 8:30 a.m.	Thursday, December 5, 2019 8:30 a.m.

**Conferences for 2019:**

Annual Conferences	Location	Dates
NENA	Orlando, Florida	Friday, June 14 – Wednesday, June 19, 2019
APCO	Baltimore, Maryland	Saturday, August 10 – Thursday, August 15, 2019
TENA	Murfreesboro, TN	Sunday, September 8 – Wednesday, September 11, 2019

NENA – National Emergency Number Association  
 APCO – Association Public Communications Officials  
 TENA – Tennessee Emergency Number Association  
 NENA 2019 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](mailto:rchiozza@shelbycounty911.org)

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 Carter seconded the motion to accept the Directors Report as presented.

The Board voted 9-0 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 Carter recognized the interns attending the meeting.

Chair Anderson then requested a motion to adjourn the meeting.

Director Shull offered the motion to adjourn the meeting.

Director Balee seconded the motion to adjourn the meeting.

The meeting was adjourned at 8:52 AM.

Approved by:



Secretary/Treasurer Glen Kneeland

Minutes transcribed by: Carmen Tyler, Accounting Manager