

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
September 26, 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, September 26, 2019, at 3150 Lenox Park Blvd. Suite 108, Memphis, TN 38115.

Call to Order and Roll Call

Chair Anderson called the meeting to order at 8:39 AM. She began a roll call of the Board members. Finding a quorum present, the meeting commenced.

Board Members Present:

Beky Anderson, Glen Kneeland, M. Balee, B. Kramer, M. Shull, Brenda Jones.

Board member Rex Hollaway present before start of meeting but transported by ambulance to hospital ER due to medical emergency.

Board Members Excused:

P. Carter III, C. Cash Jr.

Board Members Absent:

S. Love

Staff Members Present:

S. Robinson, T. Zimmer, C. Ray, H. Truebger, C. Tyler, R. Chiozza.

Introduction of Guests:

K Spratlin, K Kirkland, S Lovejoy, M. Spencer, J. Tow, M. Stiger, W. Green, T. Canady, R Stanback, J Todd, M Moody, D. Tillman, M. Albonetti, C. Stokes, R. Bailey, R. Ivory, Representatives from Highland Capital.

Review and Approval of August 1, 2019 Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on August 1, 2019. She 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 August 1, 2019.

Director Shull seconded the motion to accept the minutes from the full Board meeting on August 1, 2019.

The Board voted 6-0 to accept the minutes from the full Board meeting on August 1, 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, 2019 through June 30, 2020 as follows:

- \$ 3.120 million total year-to-date revenue,
- \$ 2.382 million total year-to-date expenses,
- \$ 738 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 July 29, 2019 as follows:

- *Working Capital Accounts*
\$10.919 million total
- *Reserve Fund Account*
\$22.800 million total

- **Financial Transactions**

Financial transfers from the Operating account to the Retainage account in the amount of \$9,045.59 and \$6,019.21 to cover applications 37 and 38 respectively for the Armour Center Phase II construction project.

Chair Anderson requested a motion to accept the financial report as presented by Treasurer Kneeland.

Director Balee offered a motion to accept the financial report as presented by Treasurer Kneeland.

Director Kramer offered a motion to accept the financial report as presented by Treasurer Kneeland.

The Board voted 6-0 to accept the financial report as presented by Treasurer Kneeland.

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.

- Office renovations are ninety percent complete.

Director Chiozza concluded the Building Committee's 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 completed installing the Vesta 7.2 upgrade to all the PSAPs in Shelby County, except for the Millington PSAP. We are waiting on AT&T to complete some work on some circuits first.
- IT Technician Position
Director of Network Systems Carlton Ray has started the process of reviewing the applicants for the IT Technicians position. We have 39 job applications that were submitted by the September 5th deadline. He hopes to have these screened in about a week or two and develop a schedule so that interviews can be set up.
- Automatic Abandon Call Back
On Wednesday August 28, 2019 the District completed installation of the Motorola VESTA Automatic Abandon Call Back software. When the Memphis Police receives an abandon call, the caller will receive a computer-generated call back asking if they still need to speak to 9-1-1.
- Demo – Rapid Deploy CAD System
The Memphis Police PSAP is hosting a Rapid Deploy demonstration for their CAD solution. This solution is a cloud-based system. We hope to see several workflow scenarios performed by the vendor. Anyone attending is encouraged to bring a list of questions that you may have with your current CAD. The demo will be in the MPD PSAP Conference Room at 79 Flicker, 2nd floor on Friday September 27 at 9 A.M.
- TCA Addressing 7-86-127. Street Names and Numbers
The District would like to attempt to make a change to the TCA. We have asked Board legal counsel Mike Marshall to investigate and see if we could get a sponsor. We believe the local ECD needs to agree with any street naming or street numbering that is decided on between the legislative bodies of counties for unincorporated areas, and municipalities within their incorporated boundaries. TCA on Addressing 7-86-127. Street names and numbers with suggested changes.

- Office Modifications

During the June 6th Board meeting the Board voted for the office modifications. The board approved \$65,720.10. This amount was not included in the FY20 budget. I am seeking a motion to approve entering this amount in the FY20 budget and include an additional \$2,238 for relocating a sprinkler head and \$2,442.64 for additional ladder rack work in our server room.

I am seeking a motion to add a total of \$4,680.64 to the original amount of \$65,720.10 plus a contingency of \$7,000 for an amendment of \$77,400.74 to the FY20 budget line #4210.

Data Network Systems - \$2,442.64
Security Fire / Sprinkler Head - \$2,238.00

Chair Anderson requested a motion to amend the Budget to add \$77,400.74 to line item #4210.

Director Kramer offered a motion to amend the Budget to add \$77,400.74 to line item #4210.

Director Kneeland offered a motion to amend the Budget to add \$77,400.74 to line item #4210.

The Board voted 6-0 to amend the Budget to add \$77,400.74 to line item #4210.

- Armour Center Fire & Phase II

I am sure all of you are aware of the fire at Armour Center on August 22, 2019. This had nothing to do with any of the construction that has been done in the facility. This did force MFD to make the move upstairs to the renovated space a week or two earlier than expected. We have an updated Project Costs sheet for the Armour Center Phase II. Project Cost Sheet.

- Text-to-911 Remaining PSAP in Shelby County

Director of Network Systems Carlton Ray advises that we expect by November to be conducting testing for the Text-to-911 application to all remaining PSAPs in Shelby County and will turn it up by the end of the year.

- Memphis Fire Department ISO - Class 1

On Friday, September 17, 2019 the Memphis Fire Department announced the MFD would be upgraded to an ISO Class 1 department. Director Sweat wrote in an email "We could not have accomplished this without your support and that of the SC911 Board and the CAD upgrades. Please extend my appreciation to the Board."

- NENA Emergency Number Professional (ENP) Exam

Congratulations to Shelby County's newest ENP, Terrye L. Canady, Collierville Police PSAP for successfully completing the testing.

- Highland Capital Investments

Highland Capital is working on moving the trust to Schwab. The Board's general counsel, Mike Marshall had discussions with Highland Capital on our official status, incorporated vs. non. Highland Capital sent paper work on September 19, 2019. I asked Mike Marshall to review the documents for the District. We may miss our October 1, 2019 deadline and it may be a few days into October before it is completed.

- 201 Poplar Renovation

Over the last couple of months the Memphis Police have paid and will be paying for the following items in the Alternate 201 Poplar PSAP location:

201 Poplar Renovation Tracking Sheet

MPD and MFD Alternate 9-1-1 Dispatch location

Goal: This alternate site should mirror operational functionality of Primary 79 Flicker.

Amount	Company	Comments
\$537,000.00	Computer Environments	2016 UPS Replacement, includes redundant air conditioners
\$4,998.00	Zellner Construction	Remove closets, and some exterior walls
\$4,995.00	Ewing Moving	Remove all existing furniture
\$4,890.00	Four K Construction and Demo	Remove all wallpaper, prep and paint walls
\$2,200.00	Four K Construction and Demo	Remove existing carpet and remove laminate that was under the carpet
\$4,980.00	Wallace Electric	Remove all under floor cabling
\$31,251.00	SkyCop	Card access for exterior doors and cameras integrated with the system at 79 Flicker
\$81,000.00	Protec	All low voltage cabling (9-1-1, Radio Dispatch and Admin positions)
\$4,990.00	Access Flooring	Floor remediation where wall was removed
\$858,000.00	Replace Radio Consoles	Replacing Dispatch Radio Equipment
\$35,000.00	TBD- releasing RFQ	Carpet Replacement
	TBD- releasing RFQ	Grounding for the consoles and computer access floor (do not have estimates yet)
\$1,569,304.00	Total to Date*	

* as of September 15, 2019

This District has contributed the following:

	<u>DISTRICT PAID</u>	<u>MPD PAID</u>
1. Demo a wall	\$4,625.55	\$4,999.00
2. Drywall & painting	\$4,539.24	\$4,980.00
3. Ewing Moving	\$2,560.00	\$4,995.00
4. Demo Wall	\$1,923.60	
5. Demo and handrail and knee wall	\$2,076.35	
6. Demo work, add furr down drywall patch.	\$4,883.99	
7. Electrical demo & relocate	\$4,368.00	\$4,998.00

- In March 2019 the Memphis Police PSAP requested funding for dispatch console furniture in the FY20 budget for their Alternate PSAP at 201 Poplar. Recently the District issued bids to determine what the cost for the consoles would be. The bids were returned and Watson Consoles was the best price. The table below depicts the pricing from the bidders.

Shelby 911 District / Memphis PD

201 Poplar - Console Furniture Bids

Updated: 8-7-2019, 9:00am Central

Bid ID#	Description	Watson	Comm Center Spec.	Thomas Shelby	Xybix
1	Base Bid - Materials	\$ 369,256	\$ 406,182	\$ 406,182	\$ 553,358
2	Base Bid - Labor	\$ 75,000	\$ 82,500	\$ 82,500	\$ 67,719
3	Add Alt Bid - Materials	\$ 63,403	\$ 60,743	\$ 69,743	N/A
4	Add Alt Bid - Labor	\$ 13,333	\$ 14,666	\$ 14,666	N/A
5	Optional (8) Positions	\$ -	\$ -	\$ -	\$ 121,469
6	Option - Lockers	\$ 9,374	\$ 10,311	\$ 10,311	\$ 3,942
7	Annual Cost of Maintenance	\$ -	\$ -	\$ -	350/wks/yr
8	Option - Glass Top Panels	\$ 472	\$ 519	\$ 519	\$ 333
9	Option - Task Lighting	\$ -	\$ -	\$ -	\$ 275
10	Option - Status Lighting	\$ 1,042	\$ 1,147	\$ 1,147	\$ -
11	Option - Coat Hooks	N/A	N/A	N/A	\$ 25
12	Option - Lateral File	\$ 3,863	\$ 4,249	\$ 4,249	N/A
13	Manuf. Lead Time	10wks	10wks	10wks	8wks
14	Shipping Time	11 days	11 days	11 days	2 days
15	Installation Time	10d, 4-6/day	10d, 4-6/day	10d, 4-6/day	10 days
16	Required Factory Service	none	none	none	\$ 350
17	Confirm Staging of Material	Confirmed	Confirmed	Confirmed	yes
18	Recommended Prev Mtnc	none	none	none	once/year
19a	Surface color	Studio Teak	Studio Teak	Studio Teak	TBD
19b	Cabinet color	Charcoal	Charcoal	Charcoal	TBD
19c	Screen Fabric Color	Underground Azure	Underground Azure	Underground Azure	TBD

I am seeking a motion to approve the procurement of 53 dispatch consoles, a total of \$535,743 plus a 5% contingency of \$26,787 for a total of \$562,530. The funds are included in the FY20 budget; hence the budget will not need amending.

Chair Anderson requested a motion to approve the procurement of 53 dispatch consoles for a total of \$535,743, plus a five percent contingency of \$26,787 for a total of \$562,530. The funds are already included in the FY20 Budget.

Director Shull offered a motion to approve the procurement of 53 dispatch consoles for a total of \$535,743, plus a five percent contingency of \$26,787 for a total of \$562,530. The funds are already included in the FY20 Budget.

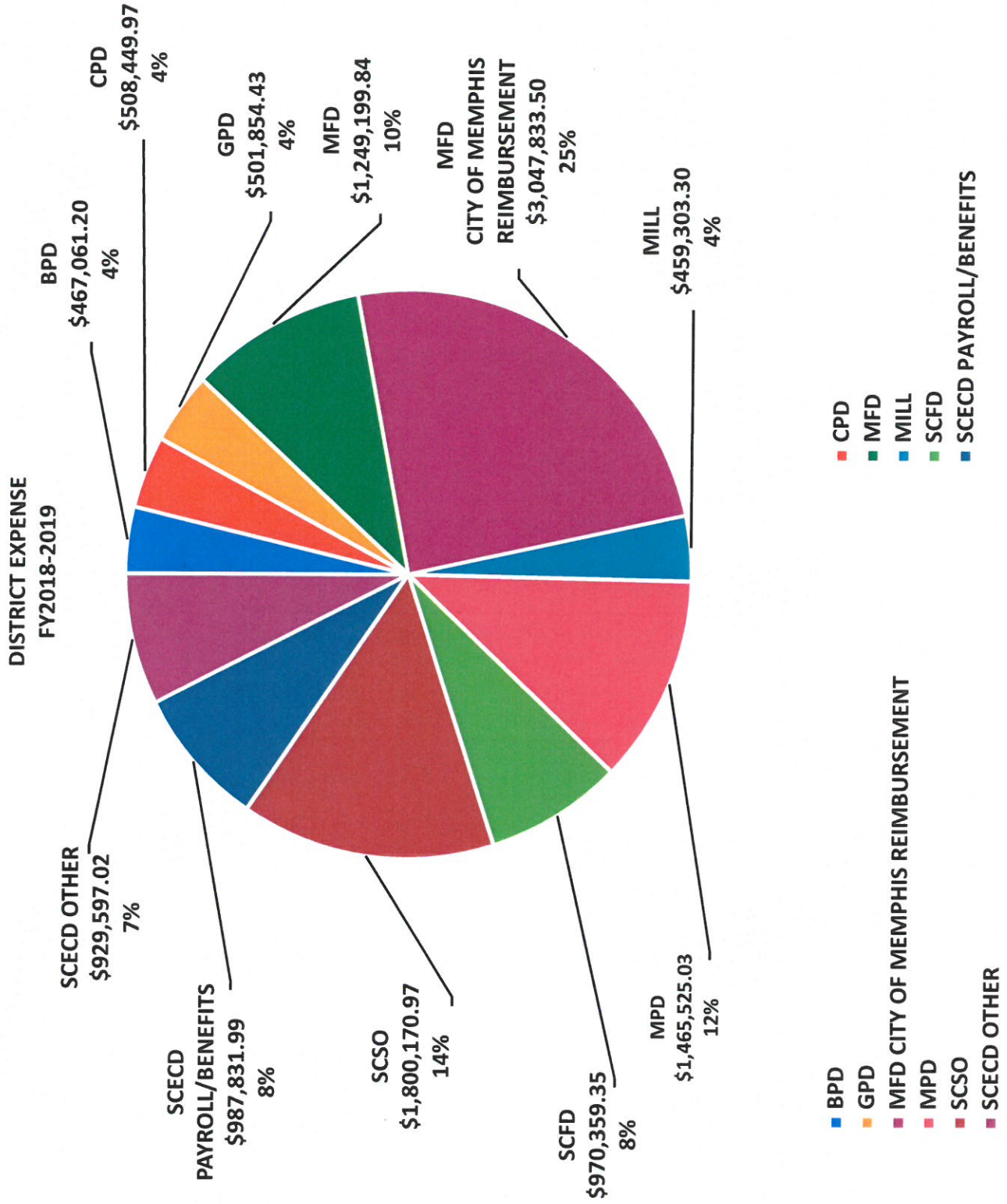
Director Balee offered a motion to approve the procurement of 53 dispatch consoles for a total of \$535,743, plus a five percent contingency of \$26,787 for a total of \$562,530. The funds are already included in the FY20 Budget.

The Board voted 6-0 to approve the procurement of 53 dispatch consoles for a total of \$535,743, plus a five percent contingency of \$26,787 for a total of \$562,530. The funds are already included in the FY20 Budget.

- Future Projects

- A link is provided for potential upcoming projects.

Where Our Funds Go:



2020 Board Meeting Dates and Conference Dates:

The following dates in 2020 are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. **Note, the Board meeting date for August is set for Thursday, July 30, 2020 due to the APCO conference ending on Thursday August 6, 2020.** The dates for 2020 conferences are also shown.

Executive Committee Meeting Dates & Times	9-1-1 Board Meeting Dates & Times
Friday, January 24, 2020 8:30 a.m.	Thursday, February 6, 2020 8:30 a.m.
Friday, March 20, 2020 8:30 a.m.	Thursday, April 2, 2020 8:30 a.m.
Friday, May 22, 2020 8:30 a.m.	Thursday, June 4, 2020 8:30 a.m.
Friday, July 17, 2020 8:30 a.m. (APCO)	Thursday, July 30, 2020 8:30 a.m. (APCO)
Friday, September 13, 2020 8:30 a.m.	Thursday, October 1, 2020 8:30 a.m.
Friday, November 20, 2020 8:30 a.m.	Thursday, December 3, 2020 8:30 a.m.

Conferences for 2020:

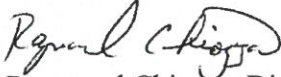
Annual Conferences	Location	Dates
NENA	Long Beach, CA	June 13 – June 18, 2020
APCO	Orlando, FL	Saturday, August 1– Thur. August 6, 2020
TENA	Murfreesboro, TN	Sunday, Sept. 20 – Wed. September 23, 2020

NENA – National Emergency Number Association
APCO – Association Public Communications Officials
TENA – Tennessee Emergency Number Association

The Following are Technical Conferences for Staff:

NENA NG911 Standards & Best Practices Conference
FirstNet Association 2020 Conference
ESRI Users Conference 2020

Sincerely,



Raymond Chiozza, Director
Shelby County Emergency Communications 9-1-1 District
(901) 380-3900
email: rchiozza@shelbycounty911.org

Director Chiozza concluded his report.

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

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

Director Kneeland 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.

Chair Anderson then requested a motion to adjourn the meeting.

Director Balee offered the motion to adjourn the meeting.

Director Shull seconded the motion to adjourn the meeting.

The meeting was adjourned at 9:07 AM.

Approved by:


Secretary/Treasurer Glen Kneeland

Minutes transcribed by: Carmen Tyler, Accounting Manager