

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
December 5, 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, December 5, 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 8:35 AM. She began a roll call of the Board members. Finding a quorum present, the meeting commenced.

Board Members Present:

B. Anderson, G. Kneeland, P. Carter, M. Balee, B. Kramer, C. Cash Jr., B. Jones, R. Hollaway, S. Love.

Board Members Excused:

M. Shull

Staff Members Present:

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

Introduction of Guests:

Alvin Benson, R. Thompson, M. Spencer, J. Tow, W. Green, M. Shorter, R. Bailey, R. Ivory, G. Cloyd.

Review and Approval of September 26, 2019 Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on September 26, 2019. 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 September 26, 2019.

Director Love seconded the motion to accept the minutes from the full Board meeting on September 26, 2019.

The Board voted 9-0 to accept the minutes from the full Board meeting on September 26, 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:

- \$ 4.686 million total year-to-date revenue,
- \$ 3.364 million total year-to-date expenses,
- \$ 1.322 million 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*
\$11.650 million total
- *Reserve Fund Account*
\$22.859 million total

- **Financial Transactions**

Financial transfers from the Operating account to the Retainage account in the amount of \$3268.12 and \$4894.92 to cover applications 39 and 40 respectively for the Armour Center Phase II construction project.

- **Final Audit Review**

Matt Shorter, from Watkins Uiberall presented the Audit report with no findings for FY2018-19. All financial statements were found to be reasonable and accurate in presentation.

Chair Anderson requested a motion to accept the financial report and the Audit findings as presented respectively by Treasurer Kneeland and Matt Shorter.

Director Carter offered a motion to accept the financial report and the Audit findings as presented respectively by Treasurer Kneeland and Matt Shorter.

Director Hollaway seconded the motion to accept the financial report as presented by Treasurer Kneeland.

The Board voted 9-0 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.

- The office modifications are completed with the exception of delivery of the furniture in the new office and the smart board final connections in the small conference room.

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 at the Millington PSAP. This completes the installation to all PSAPs within Shelby County. Motorola will be working on completing the SMS text-to-911 project very soon.
- Text-to-911
Carlton Ray has advised we expect to be conducting testing for the text-to-911 application throughout the remaining PSAP's in Shelby County and we will turn it up by the end of the year.
- TECB & AT&T New Circuit Installation
The TECB and AT&T are installing new circuits at each PSAP in preparation for the new AT&T Nationwide ESINET that will be used for delivering 9-1-1 calls to all PSAP's within the next year. The new network was adopted by the State 9-1-1 Board approximately ten months ago.
- Shelby County FIRE PSAP
A request has been submitted from the Shelby County Fire Department to complete a feasibility study for remodeling the PSAP. After discussing with the Executive Committee, we requested Fleming Architect to investigate the cost for the feasibility study of the designated space. The estimate is needed for the Shelby County Fire Department to include in their FY21 Budget.
- IT Technician Position
Interviews were held on December 5, 2019. A candidate was selected, and an offer has been made.

- Internal Control Policy

The following item has been added to the District's Internal Control Policy as shown on page 37 of the document:

When Board members and Staff travel using the District Purchasing Card, and any receipts are unavailable (for whatever reason), it shall be acceptable for the Accounting Manager to use the First Horizon Purchase Card information from the individual credit card statement(s) to validate allowable expenses. This may necessitate the Accounting Manager making inquiries of you regarding those unavailable receipts. ***This modification should be retroactive to July 1, 2019.***

Chair Anderson requested a motion to accept the amended Internal Control Policy as stated.

Director Cash offered a motion to accept the amended Internal Control Policy as stated.

Director Balee seconded the motion to accept the amended Internal Control Policy as stated.

The Board voted 9-0 to accept the amended Internal Control Policy as stated.

- TECB Excess Revenue Distribution

The TECB voted to approve 100% of the Excess Funding to the Districts. This equates to an additional \$461,570 in Revenue for the Shelby County 9-1-1 District. These funds are received via ACH Transfer on November 18, 2019. We also received our Controller Subsidy as a result of maintaining our own Controllers. We received this reimbursement in the amount of \$408,000 via ACH Transfer on November 19, 2019.

I am requesting a motion to accept the additional funding and amend (if needed) our FY19-20 Budget. Revenue line#3020, Excess Revenue, will reflect an additional amount of \$461,570 and line#5006, TECB Grants and Reimbursements, will reflect an additional amount of \$408,000.

Chair Anderson requested a motion to accept the additional funding and amend Budget line#3020 and line 5006 as stated.

Director Kramer offered a motion to accept the additional funding and amend Budget line#3020 and line 5006 as stated.

Director Cash seconded the motion to accept the additional funding and amend Budget line#3020 and line 5006 as stated.

The Board voted 6-0 to accept the additional funding and amend Budget line#3020 and line 5006 as stated.

- Excess Funding for all Counties November 2019

Director Chiozza provided a link to the distribution of the Excess Funding as of November 2019.

- *Highland Capital Investments*
The Board's General Counsel, Mike Marshall is still reviewing the documents from Highland Capital regarding moving the Trust Account to Schwab Investments.

- *Future Projects*
Director Chiozza provided a link for future projects.

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 shown below too.

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.	Thursday, July 30, 2020 8:30 a.m.
Friday, September 13, 2020 8:30 a.m.	Thursday, October 1, 2020 8:30 a.m.
Friday, November 22, 2019 8:30 a.m.	Thursday, December 5, 2019 8:30 a.m.

Conferences for 2020:

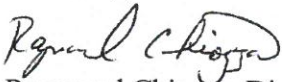
Annual Conferences	Location	Dates
NENA	Long Beach, CA	June 13 - June 18, 2020
APCO	Orlando, FL	Saturday, August 1 - Thur. August 6, 2020
TENA	Murfreesboro, TN	Sunday, Sept. 20 - Wed. September 23, 2020

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 Carter offered a motion to accept the Directors Report as presented.

Director Balee 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.

Mike Spencer discussed the transfer of Text-to-911 from Madison County to Memphis Police and vice versa that was successful.

Chair Anderson then requested a motion to adjourn the meeting.

Director Carter offered the motion to adjourn the meeting.

Director Love seconded the motion to adjourn the meeting.

The meeting was adjourned at 9:06 AM.

Approved by:


Secretary/Treasurer Glen Kneeland

Minutes transcribed by: Carmen Tyler, Accounting Manager