

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
February 6, 2020

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District (“Shelby County 911”) held on Thursday, February 6, 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 8:32 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. Jones, R. Hollaway, M. Shull, S. Love.

Board Members Excused:

B. Kramer

Board Members Absent:

C. Cash Jr.

Staff Members Present:

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

Introduction of Guests:

B. Thompson, C. Wilson, M. Moody, A. Fischer, R Stanback, T. Halford, T Schaber, R. Davis, M. Hickey, R. Bailey, G. Cloyd, R. Ivory, D. Lewis, a member of the public.

Review and Approval of December 5, 2019 Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on December 5, 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 December 5, 2019.

Director Shull seconded the motion to accept the minutes from the full Board meeting on December 5, 2019.

The Board voted 8-0 to accept the minutes from the full Board meeting on December 5, 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:

- \$ 5.160 million total year-to-date revenue,
- \$ 5.519 million total year-to-date expenses,
- \$ - 359 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*
\$11.311 million total
- *Reserve Fund Account*
\$22.962 million total

- **Financial Transactions**

Financial transfers from the Operating account to the Retainage account in the amount of \$8,487.17 and \$4,219.84 to cover applications 39 and 40 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 Shull offered a motion to accept the financial report as presented by Treasurer Kneeland.

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

The Board voted 8-0 to accept the financial report as presented by Treasurer Kneeland.

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:

- **Text-to-9-1-1 Remaining PSAP in Shelby County**

Director of Network Systems Carlton Ray has been working to get the Text-To-911 ready for the public to access it. PSAPs have been testing and learning the software associated with this capability. On February 18, Sprint and AT&T will be testing and on February 19th T-Mobile and Verizon will test if they do not finish on the 18th. After these dates the PSAPs could receive a live Text-to-911. We will be working on a date to notify the media.

- **2020 Legislative Session**

Director Chiozza presented the following bills to the Board for review and discussion:

- House Bill 1673 by Russell
- House Bill 1621 by Rudder
- SJR0836 by Bowling
- Senate Bill 2223 by Southerland
- House Bill 1933 by Cepicky
- House Bill 2132 by Lamberth
- House Bill 2304 by Russell

- **Shelby County Fire PSAP**

In November 2019, we received a request from the Shelby County Fire Department for the District to have a feasibility study conducted for remodeling the SCFD PSAP. We engaged Fleming Architects to provide a cost to conduct this study. Fleming Associates has submitted the cost for the Feasibility Assessment study with a Lump Sum Fee: \$25,875. The Board briefly discussed tabling the study contingent upon the outcome of pending House Bills.

- **Shelby County Fire CAD Specialist**

Dennis Lewis is the new CAD Specialist replacing Corey Howard.

- **IT Technician Position:**

We had previously selected a candidate and made an offer, but the candidate turned it down. We will repost at some point soon.

- **Highland Capital Investments:**

The Board's general counsel Mike Marshall is still in discussions with Schwab and reviewing documents from them concerning moving the Trust accounts to Schwab.

- **Selected as A BETA Site:**

The District and one of our PSAPs has been selected as a BETA site for the testing of a new module. The District and the PSAP has been working with Motorola Vesta since April 2019. This spring the module will be installed at the PSAP for further testing by dispatch personnel and development of the product. This new feature / service MAY be shown at the upcoming NENA conference in June.

- Shelby County Sheriff's Office PSAP CAD Computers:
The Shelby County 9-1-1 Emergency Communications District is covering the cost for replacement of 25 CAD workstations in the SCSO PSAP at \$33,100. We will pay for this within our existing budget.

- Bartlett PSAP Fiber Connection:
The Bartlett PSAP is requesting funds for a fiber connection for network connectivity/redundancy for the dispatch center. If we lost hard connectivity at the Justice Center main dispatch site, we would be able to use this as a backup for dispatch to connect to other city network resources they use, for internet services that are currently used for NCIC, OMSe and other items used in dispatch, as well as any cloud or a web based CAD product down the road. This will be especially critical if we choose a cloud-based CAD system. We are estimating the cost of the project at \$50,000.

Director Chiozza requested a motion to amend the current FY19-20 budget and add \$50,000 plus a 10% contingency of \$5,000 for a total of \$55,000 to budget line 4305.

Director Carter offered a motion to amend the current FY19-20 budget and add \$50,000 plus a 10% contingency of \$5,000 for a total of \$55,000 to budget line 4305.

Director Balee offered a motion to amend the current FY19-20 budget and add \$50,000 plus a 10% contingency of \$5,000 for a total of \$55,000 to budget line 4305.

- Memphis Police PSAP Activated ASAP to PSAP:
The Memphis Police Department is proud to announce they are the 64th PSAP in the United States, the sixth PSAP in the state of Tennessee and first in Shelby County to implement the ASAP program.

Developed in partnership between The Monitoring Association (TMA) and the Association of Public Safety Communications Officials (APCO), ASAP-to-PSAP service is designed to increase the accuracy and efficiency of calls for service from alarm companies to PSAPs. Participating Alarm Companies connect to our Computer Aided Dispatch System using the NLETS network to send alarms directly to the Dispatcher and mobiles instead of requiring a live phone call.

- Watson Consoles 201 Poplar:
We placed the order for the Watson Consoles for 201 Poplar. Apparently when we finalized the information, we failed to realize they had not put the freight charges in the information. The freight charges were approximately \$44,000. So instead of holding up the project we removed some items so the order could be placed in December 2019. There is a 12 to 14-week lead time for the product to be built and delivered. We removed \$45,800.96 from the project so we could get within the \$562,530 budget that was approved by the Board.

Memphis Police is asking if there is anyway the board would consider adding \$45,800.96 to the project so these items can be restored and ordered to complete the order. The original motion was “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”. Director Chiozza requested a new motion for \$45,800.96 be added to the project to complete the order for Watson Consoles for MPD / MFD 201 Poplar PSAP. This would make the total project be valued at \$608,331.00

Director Hollaway offered a new motion for \$45,800.96 be added to the project to complete the order for Watson Consoles for MPD / MFD 201 Poplar PSAP. This would make the total project be valued at \$608,331.00.

Director Balee seconded a new motion for \$45,800.96 be added to the project to complete the order for Watson Consoles for MPD / MFD 201 Poplar PSAP. This would make the total project be valued at \$608,331.00.

- Future Projects:
A link was provided for a list of future projects.
- Michael Marshall provided the Board with an update regarding the Investment Accounts and Schwab.

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

The Board voted 8-0 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 Board the December 5, 2019 minutes reflected approval to modify the Internal Control Policy. A motion is requested to amend the minutes to reflect the modification as retroactive to July 1, 2019.

Chair Anderson requested a motion to amend the minutes to reflect the modification as retroactive to July 1, 2019.

Director Carter offered the motion to amend the minutes to reflect the modification as retroactive to July 1, 2019.

Director Shull offered the motion to amend the minutes to reflect the modification as retroactive to July 1, 2019.

The Board voted 8-0 to amend the minutes to reflect the modification as retroactive to July 1, 2019.

Chair Anderson then requested a motion to adjourn the meeting.

Director Carter offered the motion to adjourn the meeting.

Director Shull seconded the motion to adjourn the meeting.

The meeting was adjourned at 9:11 AM.

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:

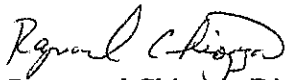
Annual Conferences	Location	Dates
NENA	Long Beach, CA	June 13 - June 18, 2020
APCO	Orlando, FL	Saturday, August 1 - Thur. August 6, 2020
TENA	Murfreesboro, TN	Sunday, Sept. 20 - Wed. September 23, 2020

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
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Approved by:



Secretary/Treasurer Glen Kneeland

Minutes transcribed by: Carmen Tyler, Accounting Manager