

**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**April 2, 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, April 2, 2020, by electronic means in accordance with TCA 8-44-108.

**Call to Order**

Chair Anderson called the meeting to order at 8:37 AM. She requested a motion to proceed with the meeting via electronic means in accordance with TCA 8-44-108.

Director Kramer offered the motion to proceed with the meeting via electronic means in accordance with TCA8-44-108.

Director Cash seconded the motion to proceed with the meeting via electronic means in accordance with TCA8-44-108.

The Board voted 10-0 via roll call to proceed with the meeting via electronic means in accordance with TCA8-44-108. All subsequent roll call and votes will be completed via verbal acknowledgement by each Board Member.

**Roll Call**

Chair Anderson began a roll call of the Board members. Finding a quorum present, the meeting commenced.

**Board Members Present:**

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

**Staff Members Present:**

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

**Review and Approval of February 6, 2020 Full Board Minutes**

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on February 6, 2020. 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 on February 6, 2020.

Director Cash Jr. seconded the motion to accept the minutes from the full Board meeting on February 6, 2020.

The Board voted 10-0 via roll call to accept the minutes from the full Board meeting on February 6, 2020.

## 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:

- \$ 6.714 million total year-to-date revenue,
- \$ 6.978 million total year-to-date expenses,
- \$ - 264 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*  
\$11.426 million total
- *Reserve Fund Account*  
\$23.038 million total

### ▪ Financial Transactions

Financial transfers from the Operating account to the Retainage account in the amount of \$664.96 and \$415.39 to cover applications 43 and 45 respectively for the Armour Center Phase II construction project.

A financial transfer from the Retainage account to the Operating account in the amount of \$201,664.18 was completed as a disbursement to Zellner Construction of reserved retainage for the Armour Center Phase II construction project.

**\*\*\*\*\*A correction on the financial transactions sheet dated 03.20.20 \*\*\*\*\***

**The corrected application number for the transaction dated 03.17.20, in the amount of \$415.39 reflects Application Payment #45, not Application Payment #43 as listed.**

**Chair Anderson will need to request a motion to accept the correction of the financial transaction sheet dated 03.20.20 at the full Board meeting before requesting the motion to accept the Treasurers Report.**

Chair Anderson requested 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.

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

The Board voted 10-0 via roll call 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:

- **Coronavirus**

The Shelby County 9-1-1 Emergency Communications District has advised all PSAPs that the District would reimburse up 75% of the costs for having cleaning companies that will disinfect all of the work positions. We do not know how long this will continue so any actual cost is unknown. I am sure a minimum amount would start off at about \$500,000.00. The Board can review costs at a later date to determine if the District wishes to remain at the 75% reimbursement amount.

- **Watson Consoles**

Watson has completed the installation of the consoles at 201 Poplar. ICI will be reinstalling the Vesta Positions and Motorola / ICI will be installing radio equipment that is associated with the new City / County radio system. MPD will be installing “city computers” at each position. MPD, 911 District, ICI and Motorola are working as fast as we can to get this site back on line. We have to have this Alternate PSAP up for the MPD and MFD PSAPs.

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

On February 12<sup>th</sup> Text-to-911 was live in all PSAPs in Shelby County. AT&T and Sprint went live on Tuesday afternoon February 11<sup>th</sup> and T-Mobile and Verizon went live on Wednesday, February 12<sup>th</sup>. Carlton Ray worked with the carriers and Motorola on this effort and we appreciate his hard work.

- **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.

1. Beverly Wolfe-Davis, Memphis Emergency Communications
2. Patricia Wright, Memphis Emergency Communications
3. Julia Robinson, Memphis Emergency Communications
4. Linda Hollingsworth, Memphis Emergency Communications

These individuals join Commander Ivory – Commander SCFD, Sean Lovejoy, Manager - Training / Quality Assurance, Memphis Police Department and Margaret Stiger, Supervisor, Memphis Police Department as APCO RPL’s from Shelby County. The plaques will be presented to the individuals later or available for pick-up upon request.

- **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 the Memphis Police & Fire PSAPs recently had an ALPA install of the Motorola Transcription Service. We currently have 7 Call Taker positions at MPD and 4 Call Taker positions and 2 Nurse Triage positions with the transcription services installed on them. This is a direct result of the District and the Memphis Police PSAP working with Motorola Vesta since April 2019. This new service will be shown at the upcoming NENA conference in June. This is an ALPHA version still in development and has not made it to a BETA version yet. The machine is still learning the speech and language as we continue to use it.

- APCO Certified Public-Safety Executive (CPE) Program

The Certified Public-Safety Executive (CPE) Program consists of two 12-week online courses and one 10-day capstone course at APCO headquarters in Daytona Beach, Florida. We want to congratulate Roberta Ivory for obtaining her CPE from APCO.

1. Roberta Ivory, Shelby County Fire Department

- First Reading of the Proposed FY20-21 Budget

Director Chiozza advised the Budget is uploaded to BoardVantage for review. There may be additional changes before the second reading in June, 2020.

- M2020 Legislative Session

SJR0836 by Bowling to increase the surcharge rate to \$1.50 has passed and is awaiting signature by the Governor.

HB1673 will be reviewed by the Legislature in June 2020. Our lobbyist is working on our behalf to request an extension.

HB2520 proposes the ECD's fund the salaries of all dispatchers in each municipality.

- Future Projects

A list of future projects are included.

## **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.

<b>Executive Committee Meeting Dates &amp; Times</b>	<b>9-1-1 Board Meeting Dates &amp; Times</b>
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:**

<b>Annual Conferences</b>	<b>Location</b>	<b>Dates</b>
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](mailto:rchiozza@shelbycounty911.org)

Director Chiozza concluded his report.

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

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

Director Hollaway seconded the motion to accept the Directors Report as presented.

The Board voted 10-0 via roll call 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 Hollaway seconded the motion to adjourn the meeting.

The Board voted 10-0 via roll call to adjourn the meeting.

The meeting was adjourned at 9:04 a.m.

Approved by:

  
Secretary/Treasurer Glen Kneeland

Minutes transcribed by: Carmen Tyler, Accounting Manager