

**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**August 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 August 6, 2020, by electronic means in accordance with TCA 8-44-108.

**Roll Call**

The meeting was called to order by Chair Anderson at 8:32 AM. Chair Anderson began a roll call of the Board members. Finding a quorum present, the meeting commenced.

**Board Members Present Electronically:**

P. Carter III, C. Cash Jr., R. Hollaway, B. Jones, B. Kramer, M. Shull.

**Board Members Excused:**

G. Kneeland, S. Love

**Board Members Absent:**

M. Balee

**Staff Members Present Electronically:**

S. Robinson, T. Zimmer, C. Ray, H. Truebger

**Board Members and Staff in the Administrative Office**

B. Anderson, R. Chiozza, C. Tyler.

**Review and Approval of June 4, 2020, Full Board Minutes**

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on June 4, 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 June 4, 2020.

Director Hollaway seconded the motion to accept the minutes from the full Board meeting on June 4, 2020.

The Board voted 7-0 via roll call to accept the minutes from the full Board meeting on June 4, 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 Chiozza.

- Financial Report

Director Chiozza presented a review of the previous fiscal year revenue and expenses for the period July 1, 2019, through June 30, 2020, as follows:

- \$ 9.850 million total year-to-date revenue,
- \$ 8.930 million total year-to-date expenses,
- \$ 920 thousand total year-to-date income.

Director Chiozza presented a review of the current fiscal year revenue and expenses for the period July 1, 2020, through June 30, 2021, as follows:

- \$ 0.00 total year-to-date revenue,
- \$ 1.338 million total year-to-date expenses,
- \$-1.338 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 June 2, 2020, as follows:

- Working Capital Accounts  
\$7.543 million total
- First Horizon Checking Account  
\$3.602 million total
- Reserve Fund Account  
\$23.128 million total

- Financial Transactions

Financial transfers from the Operating account to the Retainage account for \$387.47 and \$587.33 to cover applications 47 and 48, respectively, for the Armour Center Phase II construction project.

A financial transfer from the Retainage account to the Operating account in the amount of \$136,454.02 to complete the final payment to Zellner Construction for the Armour Center Phase II construction project.

Chair Anderson requested a motion to accept the financial report as presented by Director Chiozza.

Director Cash, Jr. offered a motion to accept the financial report as presented by Director Chiozza.

Director Kramer seconded the motion to accept the financial report as presented by Director Chiozza.

The Board voted 7-0 via electronic roll call to accept the financial report as presented by Director Chiozza.

### **Directors Report**

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

Director Chiozza provided highlights on the following:

- TECB State 911 Board Meeting, June 8, 2020  
The TECB voted to provide additional funding for the first six months of this fiscal year, so the ECD's would have a full year at the new 9-1-1 service fee rate of \$1.50 per line, which begins on January 1, 2021. The entire six-month payment will be disbursed in two check payments. This will equate to an additional estimated amount of \$1,755,357 in funds for the first six months. We also expect close to the same amount for the second six months of the FY20-21 budget. We should receive approximately \$3,510,714 in additional revenue for FY20-21.
- Coronavirus  
The Shelby County 9-1-1 District has advised all PSAPs that the District will reimburse up to 75% of the costs for having cleaning companies wipe down and disinfect all work positions. As of July 23, 2020, the District has processed invoices totaling \$38,008.95, and the 100% reimbursement would cost \$49,870.52.

Chair Anderson advised the full Board of the discussion and recommendation from the Executive Committee meeting regarding reimbursement of 100% to all PSAPs in Shelby County who are not receiving funds from the CARES Act. She requested a motion from the full Board to change the reimbursement amount from 75% to 100%.

Director Cash, Jr. offered a motion to change the reimbursement amount for cleaning and disinfecting all PSAPs in Shelby County that are not receiving funds from the CARES Act, from 75% to 100%.

Director Hollaway seconded the motion to change the reimbursement amount for cleaning and disinfecting all PSAPs in Shelby County that are not receiving funds from the CARES Act, from 75% to 100%.

Director Cash, Jr. inquired if payments were remitted monthly.

Director Chiozza advised the invoices are remitted as they are received from the PSAP.

Director Kramer inquired if any Dispatchers have been infected with the COVID-19.

Director Chiozza responded, yes.

Chair Anderson commented on the importance of keeping the first line Telecommunicators as safe as possible.

Director Kramer inquired if there was a need to assist with other protective measures such as installing plexiglass dividers, etc.

Michael Spencer, City of Memphis 9-1-1 Administrator, advised each employee is screened upon entry to the PSAP, common surfaces are disinfected, wipes and hand sanitizer is provided for employees. The current furniture installed contains a plexiglass screen, the Health and Safety Department has inspected the area, and the six feet distancing requirement is maintained successfully. Gatherings in the hallways and breakroom are limited, roll call has been postponed, and all doors are propped open to avoid contact. Wall-mounted thermometers have been ordered, and employees have been advised not to arrive for work if exposed to the virus or if they have symptoms.

Inspector Schaber, Bartlett Police Department, Commander Ivory, Shelby County Fire Department, and Anthony Fischer, Germantown Police Department, provided updates on their corrective measures in place to avoid virus infection and are following the same protocol as Memphis Police.

The Board voted 7-0 via electronic roll call to change the reimbursement amount for cleaning and disinfecting all PSAPs in Shelby County that are not receiving funds from the CARES Act, from 75% to 100%.

Director Chiozza advised the full Board that the District is also are working with Poplar Health Care to set up COVID-19 testing for any PSAP employee that desires to be tested with the approval of the PSAP Management. District staff and Board members are included and can sign up directly via email. Results will be sent directly to the individual tested.

- Highland Capital Investments

The Board's General Counsel spoke to the Executive Committee. We want to recommend to the full Board that further analysis is completed and presented to the Finance Committee, Executive Committee, and any Board member who desires to attend. After this, a recommendation will be given to the full Board concerning the investments with Schwab.

Michael Marshall provided an update on communication with Schwab and will inform the Executive Committee as soon as the analysis is completed.

- Mission Critical Partners (MCP)

- **Bartlett PSAP**

MCP began working on the Bartlett PSAPs console replacement project and has been engaged to start project management for writing the specifications for the consoles and other items desired at the Primary and Backup PSAP.

- **Germantown PSAP**

The City of Germantown and the Germantown Police Department are exploring adding on to the current building they are housed in. The area is located just outside the entrance to the current PSAP. The desire is to eventually develop a plan that would create separation between the PSAP and jail to possibly include the addition of staff dedicated solely to jail operations and remove this function from the Dispatchers. The Germantown PSAP is asking for funds to conduct an architectural study to expand/renovate the PSAP for \$5,250.00. I recommend a motion for this item and request to include a contingency of \$4,750, which would total \$10,000.

Chair Anderson requested a motion to allocate funding for an architectural study for the expansion/renovation of the Germantown PSAP for a cost of \$5,250.00 that includes a contingency amount of \$4,750.00, totaling \$10,000.00.

Director Shull offered a motion to allocate funding for an architectural study for the expansion/renovation of the Germantown PSAP for a cost of \$5,250.00 that includes a contingency amount of \$4,750.00, totaling \$10,000.00.

Director Hollaway seconded the motion to allocate funding for an architectural study for the expansion/renovation of the Germantown PSAP for a cost of \$5,250.00 that includes a contingency amount of \$4,750.00, totaling \$10,000.00.

The Board voted 7-0 to allocate funding for an architectural study for the expansion/renovation of the Germantown PSAP for \$5,250.00 that includes a contingency amount of \$4,750.00, totaling \$10,000.00.

- 2020 Legislative Session

HB1673 by Russell - Direct Dispatch - This bill came up, and they decided more information was needed. We anticipate Direct Dispatch to come up again at next year's session.

SJR0836 by Bowling - To Increase the surcharge rate to \$1.50. The Governor did not sign nor veto the bill, which means it will become law.

Germantown PSAP Promotions

Congratulations to Donald Taylor, promoted to Inspector and Sciara Childress, promoted to Captain. The Germantown Police Department has created the PSAP as its on Division within the structure of the Police Department.

- Future Projects

A list of future project expenditures was provided to the Board of Directors.

**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 the 2020 conferences are also shown.

<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 AM.
Friday, March 20, 2020 8:30 a.m.	Thursday, April 2, 2020 8:30 AM.
Friday, May 22, 2020 8:30 a.m.	Thursday, June 4, 2020 8:30 AM.
Friday, July 24, 2020 8:30 AM.	Thursday, August 6, 2020 8:30 AM.
Friday, September 18, 2020 8:30 a.m.	Thursday, October 1, 2020 8:30 AM.
Friday, November 20, 2020 8:30 a.m.	Thursday, December 3, 2020 8:30 AM.

**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, September 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 Kramer offered a motion to accept the Directors Report as presented.

Director Cash, Jr. seconded the motion to accept the Directors Report as presented.

The Board voted 7-0 via electronic roll call to accept the Directors Report as presented

Director Chiozza advised the Board of Directors the staff continues to work remotely from home. Additionally, Carlton Ray is working with the State of Tennessee and Motorola to convert the PSAPs to the State of Tennessee, AT&T worldwide ESINet sometime between September and November 2020.

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 Kramer offered a motion to adjourn the meeting.

Director Cash, Jr. seconded the motion to adjourn the meeting.

The Board voted 7-0 via roll call to adjourn the meeting.

The meeting was adjourned at 9:13 AM.

Approved by:

  
Secretary/Treasurer Glen Kneeland

Minutes transcribed by Carmen Tyler, Accounting Manager