

**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**October 1, 2020**

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on October 1, 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 a.m. 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, G. Kneeland, S. Love, M. Balee.

**Staff Members Present Electronically:**

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

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

B. Anderson, R. Chiozza

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

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

Director Hollaway seconded the motion to accept the minutes from the full Board meeting on August 6, 2020.

The Board voted 9-0 via roll call to accept the minutes from the full Board meeting on August 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 Chiozza.

- **Financial Report**  
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:
  - \$ 1.56 million total year-to-date revenue,
  - \$ 2.23 million total year-to-date expenses,
  - \$-674 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 September 29, 2020, as follows:
  - *Working Capital Accounts*  
\$7.54 million total
  - *First Horizon Checking Account*  
\$5.49 million total
  - *Reserve Fund Account*  
\$23.09 million total

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

A motion was made to accept the financial report as presented by Director Kneeland.

The motion was seconded the to accept the financial report as presented by Director Kneeland.

The Board voted 9-0 via electronic roll call to accept the financial report as presented by Director Kneeland.

### **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:

- **PSAP Testing for Coronavirus**  
The District provided testing for every PSAP employee for the Coronavirus. The testing was conducted on August 14<sup>th</sup>, 15<sup>th</sup>, and 17<sup>th</sup>, 2020. The testing was simple, and I want to thank the PSAPs that hosted the testing on their sites and the EMTs and Paramedics that assisted in the testing.

- Bartlett PSAP

The Bartlett Police Department is exploring building a new PSAP that would separate the PSAP from the Jail. The Bartlett PSAP is requesting funds to conduct a preliminary PSAP Feasibility Study to create a new PSAP. My initial estimate is 6,000 square feet of space, with a \$400 a square foot construction estimate and \$850,000 for F&E. My guesstimate is an approximate cost of \$3,200,000.00. The Bartlett PSAP will postpone renovations to the Primary PSAP until we see the outcome of a new facility. The backup PSAP renovations will proceed. I am requesting a motion to amend our budget line #4399 to add \$35,000 plus a 10% contingency of \$3,500 for a total of \$38,500 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Bartlett PSAP.

A motion was made to amend our budget line #4399 to add \$35,000 plus a 10% contingency of \$3,500 for a total of \$38,500 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Bartlett PSAP.

A Board member seconded the motion to amend our budget line #4399 to add \$35,000 plus a 10% contingency of \$3,500 for a total of \$38,500 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Bartlett PSAP.

The Board voted 8-0 via electronic roll call to amend our budget line #4399 to add \$35,000 plus a 10% contingency of \$3,500 for a total of \$38,500 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Bartlett PSAP. Beky Anderson did not vote.

- SCSO – SCFD PSAPs

The SCSO & SCFD PSAPs met and have begun discussions on exploring building a new PSAP that would accommodate direct dispatching if the law were to pass during the next legislative session to house both operations. The SCSO-SCFD PSAPs are requesting funds to conduct a preliminary PSAP Feasibility Study to construct a new PSAP. During the February 6, 2020 Board meeting, the Board approved \$32,631 for a study for the SCFD PSAP. The request was not completed, pending the possible changes in state law related to direct dispatch. We have not been invoiced for any work on this. We are requesting the \$32,631 be applied to the following motion: I am requesting a motion to amend our budget line #4399 and add \$50,000 plus a 10% contingency of \$5,000 for a total of \$55,000 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the SCSO-SCFD PSAPs.

Director Cash, Jr. offered a motion to amend our budget line #4399 and add \$50,000 plus a 10% contingency of \$5,000 for a total of \$55,000 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the SCSO-SCFD PSAPs.

Director Kramer seconded the motion to amend our budget line #4399 and add \$50,000 plus a 10% contingency of \$5,000 for a total of \$55,000 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the SCSO-SCFD PSAPs.

The Board voted 9-0 via electronic roll call to amend our budget line #4399 and add \$50,000 plus a 10% contingency of \$5,000 for a total of \$55,000 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the SCSO-SCFD PSAPs. Glen Kneeland abstained from the vote.

- *Germantown PSAP*

During the August Board meeting, the Board approved funds to conduct a study for the expansion/renovation of the Germantown PSAP at the cost of \$5,250.00 plus a \$4,750 contingency totaling \$10,000. The Germantown PSAP is asking if the Board would consider a request for them to use the Fleming Associates and the same process as Bartlett and the Shelby County Sheriff's Office / Fire Department so the projects can run in parallel. The original information from the August Board meeting reads:

The City of Germantown and the Germantown Police Department are exploring building on to the current structure the PSAP is housed in. This would be in an area just out 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.

I am requesting a motion to delete the \$10,000 that was approved during the August 2020 Board meeting and amend our budget line #4399 and add \$35,000 plus a 10% contingency of \$3,500 for a total of \$38,500 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Germantown PSAP.

Director Kneeland offered a motion to amend our budget line #4399 and add \$35,000 plus a 10% contingency of \$3,500 for a total of \$38,500 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Germantown PSAP.

Director Love seconded the motion to amend our budget line #4399 and add \$35,000 plus a 10% contingency of \$3,500 for a total of \$38,500 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Germantown PSAP.

The Board voted 9-0 via electronic roll call to amend our budget line #4399 and add \$35,000 plus a 10% contingency of \$3,500 for a total of \$38,500 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Germantown PSAP.

- *Conversion to AT&T Nationwide ESInet*

Carlton Ray, Director of Networks Systems for the District, continues to work with AT&T on converting our PSAPs to the AT&T Nationwide ESInet Network. We have a delay due to Motorola getting their resources schedule to align with AT&T's schedule.

- *IT Network Position*

We wanted to let the Board know that we are very close to making an offer to fill the IT Network position. We first want to meet with the Personnel Committee in the next week or two before finalizing the offer but wanted to advise the full Board.

- New T-CPR Law  
On March 19, 2020, the TN General Assembly established a new mandate related to Telecommunicator CPR ("T-CPR"). This is the first new mandate related to 911 training in several decades and affects any agency that answers an initial or transferred 911 call within Tennessee. The TECB is providing this reference document to clarify the multiple parts of the law. Tennessee requires that all persons who answer an initial or transferred 911 call must be trained in T-CPR. If T-CPR is deemed necessary prior to transferring to the EMS provider, then T-CPR instructions must be given.
- FY20-21 Budget Items  
Due to the late change in the Chart of Accounts numbering system by the State of Tennessee, some items did not get converted and placed into the correct budget lines. I am requesting a motion for the following amendments and line-item transfers to the budget:

**Amendments:**

1. Amend budget line # 4217 by adding \$35,000 funds for our Lobbyist.
2. Amend budget line # 4246 by adding \$10,500. This combines the old budget chart of accounts line item #4301 office supplies and #4304 postage, postage meter & courier services (UPS/FEDX).
3. Amend budget line #4305 by adding \$20,000 for breakroom modifications for the SCFD PSAP.
4. Amend budget line #4305 by adding \$206,418 that was not carried forward to complete the Collierville CAD server replacement project.
5. Amend budget line #4305 by adding \$150,000 to reimburse PSAPs for cleaning companies spraying and disinfecting at each PSAPs.
6. Amend budget line #4305 by adding \$6,240 for Coronavirus testing of PSAP personnel.
7. Amend budget line #1308.1 by adding \$1,489,125 that we did not carry forward for the final payment, we have made to Motorola for the Vesta 7.X & Vesta Map Local for SCSO, SCFD, MIL PD, GPD, CPD, BPD PSAPs.
8. Amend budget line #1308.1 (Capital Assets Not Being Depreciated (Planned)) Communications Equipment by adding \$215,000. (For new Firewalls for Lenox, Armour, and all PSAP locations)

Director Hollaway offered a motion for the amendments as mentioned to the budget.

Director Kramer seconded the motion for the amendments as mentioned to the budget.

The Board voted 9-0 via electronic roll call for the amendments as mentioned to the budget.

**Line-item Transfers:**

1. Transfer \$31,000 from Budget Line #4418 Training Expenses – Communications Operations to Budget Line #4247 Training Costs Administrative.

\$10,000 District Emp. Training Expense (New Horizon Etc.)  
\$ 7,200 11 NENA Conference Registration-District  
\$ 7,200 11 APCO Conference Registration-District  
\$ 4,000 11 TENA Conference Registration-District  
\$ 2,600 ESRI Conference Registration \$1300 x 2

2. Transfer \$120,700 from Budget Line #4419 Travel Expenses – Communications Operations to Budget Line #4248 Travel - Administrative.

\$40,000 APCO Annual Conference. 7 Board & 6 Employees @ average of \$2,800  
\$40,000 NENA Annual Conference 7 Board & 6 Employees @ average \$2,800  
\$ 9,900 NENA NDC 4 Employees @ \$2100  
\$ 1,200 Office Mileage Expense  
\$ 2,000 RapidSOS Users Group Conference  
\$ 2,000 FirstNET Users Group Conference  
\$15,000 CONCUR Software Program  
\$ 5,000 ESRI Partner Conference Development Summit  
\$ 5,600 ESRI Conference 2 Employees @ \$2800

3. Transfer \$334,000 from Budget Line #4427 Equipment – Communications (Not Capitalized) to Budget Line #1308.1 (Capital Assets Not Being Depreciated (Planned) Communications Equipment. (For new Firewalls for Lenox, Armour, and all PSAP locations)

4. Transfer \$97,700 from Budget Line #4245 Software & Licensing - Administration to Budget Line #4246 Supplies & Materials - Administration.

5. \$ 700 Printing Office Envelopes & Letterhead  
\$ 1,000 Bank Charges FHB Positive Pay  
\$96,000 Financial Advisory Services Avg \$7,167 x 12mo = \$86,000

Director Kramer offered a motion to accept the line-item transfers as mentioned to the budget.

Director Love seconded the motion to accept the line-item transfers as mentioned to the budget.

The Board voted 9-0 via electronic roll call to accept the line-item transfers as mentioned to the budget.

- *Future Projects*

The estimated strategic plan costs for the next five years were included in the Director's Report.

**2021 Board Meeting Dates and Conference Dates:**

The following dates in 2021 are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. The dates for the 2021 conferences are also shown.

<b>Executive Committee Meeting Dates &amp; Times</b>	<b>Board Meeting Dates &amp; Times</b>
Friday, January 22, 2021 8:30 a.m.	Thursday, February 4, 2021 8:30 a.m.
Friday, March 19, 2021 8:30 a.m.	Thursday, April 1, 2021 8:30 a.m.
Friday, May 21, 2021 8:30 a.m.	Thursday, June 3, 2021 8:30 a.m.
Friday, July 23, 2021 8:30 a.m.	Thursday, August 5, 2021 8:30 a.m.
Friday, September 24, 2021 8:30 a.m.	Thursday, October 7, 2021 8:30 a.m.
Friday, November 22, 2021 8:30 a.m.	Thursday, December 4, 2021 8:30 a.m.

**Conferences for 2021:**

<b>Annual Conferences</b>	<b>Location</b>	<b>Dates</b>
NENA	Columbus, Ohio	Saturday, June 26 – Thursday, July 1
APCO	San Antonio, TX	Saturday, August 14 – Wednesday, August 18,
TENA	Kingsport, TN	Sunday, Sept.12 – Wed. September 15

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

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

The Board voted 9-0 via electronic 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 Carter offered a motion to adjourn the meeting.

Director Kramer seconded the motion to adjourn the meeting.

The Board voted 9-0 via roll call to adjourn the meeting.

The meeting was adjourned at 9:13 a.m.

Approved by:

  
Secretary/Treasurer Glen Kneeland

Minutes transcribed by Carmen Tyler, Accounting Manager