

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
December 3, 2020

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on December 3, 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 October 1, 2020, Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on October 1, 2020. She then requested a motion to accept the minutes from the full Board meeting.

Director Kramer noted a date change needed on the 2021 Board Meeting and Conference Dates schedule to change Thursday, December 4, 2021 to Thursday, December 2, 2021.

Director Hollaway offered a motion to accept the minutes from the full Board meeting.

Director Balee seconded the motion to accept the minutes from the full Board meeting.

The Board voted 9-0 via roll call to accept the minutes from the full Board meeting on October 1, 2020.

Treasurer's Report

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

- *Financial Report*
Director Kneeland presented a review of the current fiscal year revenue and expenses for the period July 1, 2020, through June 30, 2021, as follows:
 - \$ 3.11 million total year-to-date revenue,
 - \$ 3.65 million total year-to-date expenses,
 - \$ -543 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*
\$7.55 million total
 - *First Horizon Checking Account*
\$7.11 million total
 - *Reserve Fund Account*
\$23.20 million total

Additional quarterly reports were included from Highland Capital for Board review.

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

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

The motion was seconded by Director Carter 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:

- *Bartlett PSAP – CAD Systems*
The Bartlett PSAP continues to research various CAD systems along with Mission Critical Partners and over the last month or two has had several demos from various CAD systems. They will continue researching to find the best solution for the PSAP.
- *Corona Virus and PSAP's*
The Bartlett, Collierville, and Germantown PSAP's went back to having dispatch personnel working at both their Primary and Backup PSAPs due to COVID-19. This is a precautionary measure to help provide distancing between dispatchers. I cannot give

enough credit to the 9-1-1 District Board of Directors, the municipal governments, and the leadership at each agency as they should be proud of themselves for the funding and work put in over the last ten years that put us in this position with full functioning Backup/Alternate PSAPs. In the near future we hope that a call taker will have the capability to work from anywhere in an emergency situation. Thanks to everyone, and especially the Board of Directors.

- *Motorola Smart Transcription and Citizen Input*

Work on the Motorola CommandCentral “Smart Transcription” is moving along nicely. The product is almost ready for release. Motorola has informed us the product will be free for one year for the Memphis Police and Fire PSAPs due to us helping Motorola the last two years developing the product as an Alpha & Beta site. Motorola is working on an estimate so the product will be installed in each of our PSAPs throughout Shelby County. Along with this product each PSAP will also have installed the “Citizen Input” product which is also being developed concurrently with the Smart Transcription service.

CommandCentral “Citizen Input” allows citizens calling or texting 9-1-1 to send video, photographs, and recordings of an incident to the Public Safety Answering Point (PSAP), using controlled and permission-based procedures. “It allows the 9-1-1 call taker to send a link to the citizen calling or texting 9-1-1, which allows the citizen to send the media to the PSAP. With this, the 9-1-1 call taker is in control of what is sent.

CommandCentral “Citizen Input” helps users avoid that trauma by attaching submissions as links that can be viewed by the call taker as needed. Whether the call taker views it or not, the attachments are stored in the CommandCentral Vault for post-call analysis, as well as to maintain the chain of custody of evidence.

The 9-1-1 District already budgeted and approved funds in the current FY-20-21 budget for these products.

Motorola will host a webinar on Citizen Input and Smart Transcription in February 2021 which will feature Smart Transcription that was developed and installed.

- *T-CPR Requirements*

The Tennessee Code Annotate (TCA) requires that anyone who receives a 9-1-1 call is trained in T-CPR. PSAP management, please visit the Tennessee Virtual Academy today and take advantage of this great opportunity. Remember the Tennessee Emergency Communications Board (TECB) offers this training platform to anyone who receives 9-1-1 calls for free. A link is provided to review the requirements.

- *Bartlett Backup PSAP*

The City of Bartlett Police Department along with the 9-1-1 District has been working to improve the Backup PSAP. We are working to install new dispatch consoles along with some paint and carpet. While working with MCP and seeing the bid documents, I along

with Board counsel Mike Marshall believe an architect should work on this and have engaged Fleming Associates. The District has already budgeted for dispatch console furniture in the current budget.

I am requesting a motion to amend our budget line #4399 and add \$28,500 plus a 10% contingency of \$2,850 for a total of \$31,350 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Bartlett PSAP. A link is provided to review the proposal.

Director Balee offered a motion to increase the funding as requested by Director Chiozza for the Bartlett PSAP.

Director Kramer seconded the motion to increase the funding as requested by Director Chiozza for the Bartlett PSAP.

The Board voted 9-0 to approve the motion to increase the funding as requested by Director Chiozza for the Bartlett PSAP.

- Memphis Police Alternative/Backup PSAP

MPD is requesting funding assistance for the renovation of the training and break area at 201 Poplar, the Alternate PSAP. MPD is 31 employees short at MPD PSAP after the creation and funding of 10 new positions. They are on track to hire on December 7th. The COVID pandemic and social distancing guidelines have made it difficult to hire larger classes. In an effort to fast track the training process we are looking to combine two offices and a storage room at 201 Poplar to create a training classroom. This would allow us to train two classes of fifteen at each PSAP location. The training room would hold twenty-four employees but reducing that count to fifteen persons, allows for social distancing.

The current FY20-21 budget has \$110,000 budgeted for this project and this may cover the cost.

I am requesting for a motion to amend our budget line #4399 to add an estimated \$30,000 plus a 10% contingency of \$3,000 for a total of \$33,000 for Fleming Associates to conduct a preliminary PSAP Feasibility Study for the Memphis Police PSAP.

Director Hollaway offered a motion to amend the budget as requested by Director Chiozza for the Memphis PSAP.

Director Balee seconded the motion to amend the budget as requested by Director Chiozza for the Memphis PSAP.

The Board voted 9-0 to amend the budget as requested by Director Chiozza for the Memphis PSAP.

- Highland Capital Investments

The general counsel for the Board Mike Marshall will provide some information on proceeding with moving the investments to Schwab as recommended by Highland Capital Investments.

Mr. Marshall advised the Board he is satisfied with the terms and fees included in the contract for the Board to move forward with the transfer of funds to Schwab investments.

- Line-Item Transfers

Transfer \$9,600 from Budget Line #4405 Dues and Memberships - Operations to Budget Line #4237 Dues and Memberships - Administrative

\$4,000 APCO - 10 Board + 6 Employees

\$4,000 NENA - 9 Board + 4 Employees + 9 PSAPs

\$800 District TENA Membership

\$500 Books & Manuals

\$100 MAGIC Membership - 4 @ \$25.00 each)

\$200 FirstNet Association Dues @ \$45 each

Director Chiozza requested a motion to approve the transfer of funds from line item 4405 to line item 4237 in the amount of \$9600.

Director Cash offered the motion to approve the line-item transfer as requested by Director Chiozza.

Director Carter seconded the motion to approve the line-item transfer as requested by Director Chiozza.

The Board voted 9-0 to approve the line-item transfer as requested by Director Chiozza.

- TECB Section 130 Excess Revenue Distribution

Tennessee Code Annotated § 7-86-130 states: Any 911 surcharge revenue collected in excess of the annual fiscal requirements of the Board and the mandatory every two (2) months payments to Emergency Communications Districts shall not revert to the general fund. The Board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the Emergency Communications Districts in accordance with policies adopted by the Board. The TECB voted to provide 100% of the Section 130 (excess) to the Districts. This equates to an additional \$1,054,612 in revenue for the Shelby County 9-1-1 Emergency Communications District. The District received these funds via ACH Transfer on November 20, 2020.

We also received our Controller subsidy due to our ECD has and maintains our own 9-1-1 Controllers. The State TECB provides a reimbursement and we received a total of \$408,000.00. The District received these funds via ACH Transfer on November 18, 2020.

I am requesting a motion to accept the additional funding and amend our FY20-21 budget, revenue line “#3020 TCA Section 7-86-130 Receipts (section 130)” to show the additional revenue amount of \$1,054,612 instead of the current \$200,000, and budget line #5006 – TECB Subsidies \$408,000 as is currently shown. A link is provided for review.

Director Balee offered a motion to accept the additional funding as requested by Director Chiozza.

Director Hollaway seconded the motion to accept the additional funding as requested by Director Chiozza.

The Board voted 9-0 to accept the additional funding as requested by Director Chiozza.

- APCO – Emerging Technology Forum

APCO Emergency Technology Forum ran from December 1st to 3rd. On December 2nd, there was a session titled Teck Talks 2:30 p.m. – 3:30 p.m. titled “Modernizing Job-Critical Communication: How the Memphis Police Department Emergency Communications Bureau implemented a document management system to improve efficiency and accountability to crucial content”. This was provided by Sean Lovejoy, on their PowerDMS product.

- CORONAVIRUS

During the August Board meeting the Board voted to reimburse PSAPs for 100% of the costs for disinfecting the PSAPs due to the Coronavirus if the PSAP is not receiving any CARES Act Relief funds for the payments. My understanding was this was retroacting from the first disinfecting cleanings after the pandemic began. I wanted to make sure that was the intent of the Board. During the August meeting the Board was advised that as of July 23, 2020, the District has processed invoices totaling \$38,008.95 and if we did a 100% reimbursement it would amount to \$49,870.52.

Director Kramer offered a motion for 100% reimbursement to the PSAP’s not receiving CARES Act Relief funds for disinfecting costs to be retroactive for all previously made payments.

Director Cash seconded the motion for 100% reimbursement to the PSAP’s not receiving CARES Act Relief funds for disinfecting costs to be retroactive for all previously made payments.

The Board voted 9-0 for 100% reimbursement to the PSAP’s not receiving CARES Act Relief funds for disinfecting costs to be retroactive for all previously made payments.

- June 30, 2020 Draft Audit Review

Watkins Uiberall emailed the DRAFT version of the June 30 FY19-20 audit (a link is provided) for our review. Due to the Shelby County 9-1-1 Emergency Communications District being a component of Shelby County Government, they will have to submit it to

Shelby County Government before they formally meet with us during the February 2021 Board meeting. If you have any major questions, please let me or Carmen know, and we will forward your concern to the auditors for a response.

- *Board Officer Nominations*

All current Board members have agreed to retain their official positions for another term. Hearing no additional nominations, Attorney Mike Marshall closed nominations.

Director Hollaway offered a motion to retain Beky Anderson as Board Chair, Patrick Carter III as Vice-Chair and Glen Kneeland as Treasurer.

Director Shull seconded the motion to retain Beky Anderson as Board Chair, Patrick Carter III as Vice-Chair and Glen Kneeland as Treasurer.

The Board voted 9-0 retain Beky Anderson as Board Chair, Patrick Carter III as Vice-Chair and Glen Kneeland as Treasurer.

- *Future Projects*

A link is provided for review.

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 2021 conferences are also shown.

Executive Committee Meeting Dates & Times	9-1-1 Board Meeting Dates & Times
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 2, 2021 8:30 a.m.

Conferences for 2021:

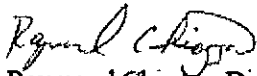
Annual Conferences	Location	Dates
NENA	Columbus, OH	Saturday, June 26 – Thursday, July 1
APCO	San Antonio, TX	Saturday, August 14 – Wednesday, Aug 18
TENA	Kingsport, TN	Sunday, September 12 – Wednesday, September 15

NENA - National Emergency Number Association
 APCO - Association Public Communication Officials
 TENA - Tennessee Emergency Number Association

The following are technical conferences for staff:

NENA NG911 Standards and Best Practices Conference
 FirstNet Association
 ESRI Users Conference

Sincerely,



Raymond Chiozza, Director
 Shelby County Emergency Communications 9-1-1 District
 (901) 380-3900
 email: rchiozza@shelbycounty911.org

Director Chiozza concluded the Directors Report as presented

Director Kramer 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.

Chair Anderson then requested a motion to adjourn the meeting.

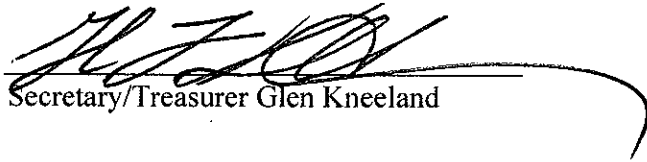
Director Balee offered a motion to adjourn the meeting.

Director Shull 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