

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
April 1, 2021

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on April 1, 2021, by electronic means in accordance with TCA 8-44-108.

Roll Call

The meeting was called to order by Chair Anderson at 8:30 AM. Chair Anderson began a roll call of the Board members. Finding a quorum present, the meeting commenced. Chair Anderson asked if any Board members currently serving on committees wished to retain their positions. Everyone present agreed to remain on the committees they are presently serving.

Board Members Present Electronically:

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

Board Members Excused:

R. Hollaway

Staff Members Present Electronically:

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

Board Members and Staff in the Administrative Office

B. Anderson, R. Chiozza, Carmen Tyler

Review and Approval of February 4, 2021, Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on February 4, 2021; she then requested a motion to accept the minutes from the full Board meeting.

Director Balee offered a motion to accept the full board meeting minutes from February 4, 2021.

Director Kneeland seconded the motion to accept the minutes from the full Board meeting on February 4, 2021.

The Board voted 8-0 via roll call to accept the minutes from the full Board meeting on February 4, 2021.

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:

- \$ 7.273 million total year-to-date revenue,
- \$ 5.622 million total year-to-date expenses,
- \$ 1.651 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 January 19, 2021, as follows:

- *Charles Schwab - Working Capital Investment Fund*
\$7.542 million total
- *First Horizon Checking Account*
\$8.859 million total
- *Charles Schwab - Reserve Fund Account*
\$23.128 million total

Director Chiozza advised that Charles Schwab documents are included to reflect account information.

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

Director Cash offered a motion to accept the financial report as presented by Director Kneeland.

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

The Board voted 8-0 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:

- *New 9-1-1 Service Fee Rates*
New 911 Service Fee Rates went into effect on January 1, 2021, at \$1.50 per line per month (the old rate was \$1.16). Our 9-1-1 District was receiving six payments of \$1,554,531.00 from the TECB for a total of \$9,327,186.00. With the new rates in effect (\$1.50), our District will receive six payments of \$2,139,650.00 from the TECB for a total of \$12,837,900.00.
- *Memphis Police & Fire PSAP – Armour Center*
During and after the snowstorm that occurred the week of February 18, the Memphis Police PSAP has been in discussions regarding options for extended shifts and potential lock-in situations. While looking for any space in Armour Center for temporary bedding accommodations Mike Spencer, MPD, spoke to Kevin Spratlin, Manager Healthcare Navigator Program, MFD. Manager Spratlin currently has a project to add a bed hall for EMS response teams he has running out of the south apparatus bays at Armour Center. He advised they have some additional separate space in that same area that could be used for bunk beds. It is a small space, but MPD/MFD could potentially sleep six employees or more in this area. They also want to add a washer and dryer for the building. Mike Spencer is requesting design funds from the Shelby County 9-1-1 District for this space. Based on the current project, we do not expect the design fees to be more than \$40,000. The City of Memphis / Memphis Fire has a budgeted \$250,000 for the EMS bunk bed area. The total project will include restrooms with showers near both bed halls and a shared cost with the City of Memphis. The City of Memphis / Memphis Fire Department has already chosen an architect working on the project. This will expand the project, so this will be a reimbursement to the City of Memphis / Memphis Fire Department. I am requesting a motion to amend budget line #4221, adding \$40,000 for design fees and up to \$175,000 for construction, plus a contingency of 10% (\$21,500) for a total of \$236,500.

Mike Spencer communicated the challenges faced during the snowstorm related to staffing. The additional area would provide other options for staffing during emergency operations.

Director Kramer offered a motion to amend budget line #4221, adding \$40,000 for design fees and up to \$175,000 for construction, plus a contingency of 10% (\$21,500) for a total of \$236,500.

Director Balee seconded the motion to amend budget line #4221, adding \$40,000 for design fees and up to \$175,000 for construction, plus a contingency of 10% (\$21,500) for a total of \$236,500.

The Board voted 8-0 via electronic roll call to amend budget line #4221 adding \$40,000 for design fees and up to \$175,000 for construction, plus a contingency

of 10% (\$21,500) for a total of \$236,500. Director Shull abstained from the vote to eliminate a conflict of interest.

- *Bartlett, Germantown & SCSO/SCFD PSAP Projects*

We have proposals from Fisher & Arnold for their survey and schematic site design scopes. Per our agreement between Fleming and our District, the site design scope was included as part of Fleming's basic services fee, but the survey costs are additional. The Bartlett Topographic Survey cost is \$5,000, and the Germantown Topographic Survey cost is \$3,200.

The Shelby County Sheriff's Office Survey cost is \$2,500 for a Phase I Environmental Site Assessment on an eight-acre site at Nixon and Haley Roads. Depending on what is found in the Phase 1 study, this may lead to a Phase 2 Environmental Site Assessment study which is sometimes required when a Recognized Environmental Condition (REC) is found during the Phase 1 Environmental Assessment process. The estimated cost is approximately \$2,200 if needed.

I am asking for a motion to amend budget line #4221, adding \$12,900 plus a 20% contingency of \$2,580 for a total of \$15,480, and approve the funding for the surveys and necessary design scopes.

Director Cash offered a motion to amend budget line #4221, adding \$12,900 plus a 20% contingency of \$2,580 for a total of \$15,480, and approve the funding for the surveys and necessary design scopes.

Director Jones seconded the motion to amend budget line #4221, adding \$12,900 plus a 20% contingency of \$2,580 for a total of \$15,480, and approve the funding for the surveys and necessary design scopes.

The Board voted 7-0 via electronic roll call to amend budget line #4221, adding \$12,900 plus a 20% contingency of \$2,580 for a total of \$15,480, and approve the funding for the surveys and necessary design scopes. Director Kneeland and Chair Anderson abstained from the vote to eliminate a conflict of interest.

Director Chiozza displayed the composite site for the SCSO/SCFD new PSAP.

- *Memphis Police – 201 Poplar PSAP*

We are in the process of replacing the equipment racks in the equipment room at the MPD 201 Poplar PSAP. A bid went out and was awarded to CS3, and we also have been working with our General Counsel Mike Marshall to obtain a defined scope of work to help assist with contract development. We have Aaron Patrick Architects working on defining this scope to provide to Mike Marshall. These funds are already in the FY20-21 budget, and no amendment is required.

- *Shelby County Sheriff's Office & Shelby County Fire CAD Upgrade*
We engaged Mission Critical Partners to work with the Shelby County Sheriff's Office and Shelby County Fire PSAPs on one of their contractual CAD Upgrades from Motorola. The cost is already included in the current budget. A link was provided for a review of the scope of work.
- *Fire Museum of Memphis*
The Director of the Fire Museum of Memphis, Ms. Kimberley Crafton, requests assistance in renovating the 9-1-1 Safety Theater at the Fire Museum of Memphis. The 9-1-1 Safety Theater is almost ten years old and was funded by the Shelby County 9-1-1 Emergency Communications District in February 2012.

Chair Anderson presented information on the request by Ms. Crafton that was communicated in the Executive Committee meeting. The funds are available in the Public Education line item of the current budget, and the updates would provide the community with current information regarding telecommunication.

Director Cash inquired if there were other sources of available funding for the museum.

Chair Anderson advised the specific information was unavailable at the time of the inquiry. She further added additional information is available in the March 2021 link provided.

Director Kramer requested an amendment to the motion requested by Chair Anderson to include in the request for funds the museum be designated as the Henry L. Brenner Safety Theatre.

Director Love inquired if the Fire Museum is the only entity the 9-1-1 District provides investment funding for upgrades.

Director Chiozza confirmed the Fire Museum is the only other organization that submits acceptable requests to the 9-1-1 District.

Chair Anderson requested a motion to accept the \$150,000 cost to upgrade the 9-1-1 Safety Theatre, including a ten percent contingency of \$15,000 for a total of \$165,000. Additionally, to request the museum be designated as the Henry L. Brenner Safety Theatre.

Director Kramer offered the motion to accept the \$150,000 cost to upgrade the 9-1-1 Safety Theatre, including a ten percent contingency of \$15,000 for a total of \$165,000. Additionally, to request the museum be designated as the Henry L. Brenner Safety Theatre.

Director Cash seconded the motion to accept the \$150,000 cost to upgrade the 9-1-1 Safety Theatre, including a ten percent contingency of \$15,000 for a total of \$165,000. Additionally, to request the museum be designated as the Henry L. Brenner Safety Theatre.

The Board voted 8-0 via electronic roll call to accept the \$150,000 cost to upgrade the 9-1-1 Safety Theatre, including a ten percent contingency of \$15,000 for a total of \$165,000. Additionally, to request the museum be designated as the Henry L. Brenner Safety Theatre.

- *NENA Emergency Number Professional Exam (ENP)*
Congratulations to Erica May and Michael Spencer of the Memphis Police Department upon completing the ENP Exam.
- *Legislative Report*
One of the more important bills is HB0694, the Direct Dispatch bill. After conferring with the Executive Committee in trying to get more time added to the bill before it would become effective for our District, the District sent a letter in support. Additional time was extended; however, the entire bill was defeated.

The next bill, HB0964, does not immediately affect Shelby County 9-1-1 but could significantly impact other ECD's who receive funding from their local governments. Currently, the law prohibits the local governments from reducing funding to the ECD's, and if they do reduce, the TECB could impose a penalty and reduce funding by the same amount to the ECD. This bill will remove the TECB authority to impose a penalty allowing the local governments to reduce funding if they choose to do so. This does not impact Shelby County 9-1-1 ECD. No local government contributes to the Shelby County 911 ECD District; they contribute by paying salaries of FTE Dispatchers directly, maintaining buildings, radio systems, etc., about \$30,000,000.00. They contribute to all the 911 operations in Shelby County. My concern is that the State TECB would have to redirect funds to the ECDs where local governments reduce their funding, affecting Shelby County. **We OPPOSED this bill. On 03/16/21 - Failed in House Department & Agencies Subcommittee due to lack of motion.**

A link was provided to the SCECD Legislative Bill Tracking from Adams & Reese, our lobbyist.

- *First Reading of the Proposed FY21-22 Budget*
A link was provided for review of the proposed FY21-22 budget. The second reading will be during the June 2021 full Board meeting.

Director Chiozza requested a motion to approve the first reading of the FY21-22 budget.

Director Kramer offered a motion to approve the first reading of the FY21-22 budget.

Director Balee seconded the motion to approve the first reading of the FY21-22 budget.

The Board voted 8-0 via electronic roll call to approve the first reading of the FY21-22 budget.

- Future Projects
An outline of future projects is enclosed 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 Emergency Communications District. The dates for the 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 AM.
Friday, March 19, 2021 8:30 a.m.	Thursday, April 1, 2021 8:30 AM.
Friday, May 21, 2021 8:30 a.m.	Thursday, June 3, 2021, 8:30 AM.
Friday, July 23, 2021 8:30 AM.	Thursday, August 5, 2021, 8:30 AM.
Friday, September 24, 2021 8:30 a.m.	Thursday, October 7, 2021 8:30 AM.
Friday, November 22, 2021 8:30 a.m.	Thursday, December 2, 2021, 8:30 AM.

Conferences for 2021:

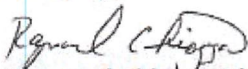
Annual Conferences	Location	Dates
NENA	Columbus, OH	Saturday, July 24 – Thursday, July 29
APCO	San Antonio, TX	Saturday, August 14 – Wednesday, August 18
TENA	Kingsport, TN	Sunday, September 12 – Wednesday, September 15

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

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

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

Director Carter 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 or new business.

Chair Anderson 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 8-0 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