

**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**June 3, 2021**

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on June 3, 2021, by electronic means per TCA 8-44-108.

**Roll Call**

The meeting was called to order by Chair Anderson at 8:31 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, G. Kneeland, M. Balee, B. Jones, B. Kramer, S. Love, M. Shull, R. Hollaway.

**Board Members Absent:**

C. Cash, Jr.

**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 April 1, 2021, Full Board Minutes**

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on April 1, 2021; she then requested a motion to accept the minutes from the full Board meeting.

Director Hollaway offered a motion to accept the full board meeting minutes from April 1, 2021.

Director Kramer seconded the motion to accept the minutes from the full Board meeting on April 1, 2021.

The Board voted 8-0 via roll call to accept the minutes from the full Board meeting on April 1, 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:

- \$ 8.792 million total year-to-date revenue,
- \$ 6.525 million total year-to-date expenses,
- \$ 2.267 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*  
\$11.540 million total
- *First Horizon Checking Account*  
\$6.178 million total
- *Charles Schwab - Reserve Fund Account*  
\$23.158 million total

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

Director Shull 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.

### **Personnel Committee Report**

Chair Anderson advanced the agenda to the next item for consideration: A review of the Personnel Committee Report presented by Chair Anderson and Director Carter

Director Carter advised the Personnel Committee met to review and discuss the performance appraisals of each employee. Recommendations were made to the Executive Committee regarding salary increases to include two years, indicating the last salary increase was July 1, 2019, due to COVID-19.

Chair Anderson advised the Board that after consideration of the Personnel Committee's recommendations, the Executive Committee increased the original amounts for each employee. A document was provided outlining the salary increases.

Director Hollaway added the increases include a cost of living, merit, and an effort to remain competitive.

Director Kramer further confirmed the need to remain competitive in the marketplace.

Director Love offered her support of the increases as an indication of the District's commitment to the staff.

Chair Anderson requested a motion to accept and approve the recommended salary increases effective July 1, 2021.

Director Balee offered the motion to accept and approve the recommended salary increases effective July 1, 2021.

Director Love seconded the motion to accept and approve the recommended salary increases effective July 1, 2021.

The Board voted 8-0 via electronic roll call to accept and approve the recommended salary increases effective July 1, 2021.

### **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:

- *Roberta Ivory – Shelby County Fire Department*  
Congratulations to Roberta Ivory, Commander of the Shelby County Fire Department PSAP. Commander Ivory retired on June 1, 2021. We wish her well in her future endeavors.
- *Memphis Police PSAP*  
Congratulations to Deranecque Rogers on being selected as APCO's Public Safety Communications, Line Supervisor of the Year.

On behalf of the Board of Directors of the Association of Public-Safety Communications Officials (APCO) International, I would like to congratulate you on your *Public Safety Communications, Line Supervisor of the Year* Award and to extend a personal invitation to attend APCO International's 87<sup>th</sup> Annual Conference and Expo August 15-18, 2021, in San Antonio, TX (letter from APCO International)

- FY20-21 Budget Line-Item Transfer

Director Chiozza requested a transfer of \$500.00 from Budget line #4221 Consulting Services, to Budget Line #4209 Data Processing Services. This is to cover banking fees.

Director Shull offered the motion to transfer \$500.00 from Budget line #4221 Consulting Services, to Budget Line #4209 Data Processing Services. This is to cover banking fees.

Director Kramer seconded the motion to transfer \$500.00 from Budget line #4221 Consulting Services, to Budget Line #4209 Data Processing Services. This is to cover banking fees.

The Board voted 8-0 via electronic roll call to transfer \$500.00 from Budget line #4221 Consulting Services to Budget Line #4209 Data Processing Services. This is to cover banking fees.

- Bartlett, Germantown, SCSO/SCFD PSAP Projects

Bartlett PSAP:

PSAP Bartlett Topographic Survey.pdf: Survey/Topo completed 3.25.21.

PSAP Bartlett 5 7 21 C-01 Existing Conditions.pdf: (Received this am): The site plan includes items surveyors could pick up above ground, but some ground utilities not confirmed in the field (i.e., without above-ground evidence or marked locations by the utility provider). Our Civil Engineer would like to take the attached survey along with the existing conditions plan and review it with someone with Bartlett to possibly reveal any underground items we do not show at this time. The Existing Conditions plan is attached. The only utility information we had to supplement the survey was a utility plan with sewer and water information, as well as a clip from Bartlett's water mapping. We have not met with anyone on site and therefore cannot supplement the survey with underground utilities such as gas, cable, fiber optic, etc. as applicable. Is there someone who knows what is going on with utilities please provide us a contact and we can walk the site with them. This would be very helpful.

Our next steps since the Topo/Existing Conditions are complete:

- We will confirm our site layout and develop/confirm parking spaces and security fencing,
- Modify floor plan as required,
- Develop exterior elevation,
- Confirm console and telecommunication needs with Watson and MCI,
- Provide an estimate.

- SCSO & SCFD NEW PSAP

The phase I study was concluded and looks good. The 200-page report is available at the link below. Fleming does advise conducting a scan of the underground to map out any old steam tunnels. This will run approximately \$1,850 and we have instructed them to proceed. The next step is to obtain an agreement from the Shelby County Government for use of the land to build the PSAP for the SCSO & SCFD.

- The Phase I Environmental Study - Haley Road site
- Proposal for Fisher Arnold Scan to Scan for potential subsurface steam pipes or tunnels for the property.

- Bartlett Backup PSAP

Bids were received on May 12, 2021, at 2:00 pm for the above-referenced project. The low bidder was Wagner General Contractors with a base bid of \$70,500.00. Fleming recommends the acceptance of the base bid from Wagner General Contractors for a total amount of \$70,500.00.

- Fleming Recommendation Letter on Bartlett Backup PSAP

- Germantown New PSAP

Below is a link for the most current (05.24.21) Programming Space for the new Germantown PSAP. This will be changed slightly as Fleming continues the development of the facility.

- Germantown PSAP – Program Germantown 05.24.21

- Memphis Police Conference, Roll Call, and Break Area – 201 Poplar

Bids were received on May 5, 2021, for the above-referenced project. The lowest bidder was B&B Specialty Contractors, Inc., with a base bid of \$133,885.00. Fleming recommends the acceptance of the base bid from B&B Specialty Contractors, Inc. for a total amount of \$133,885.00.

- Fleming letter on MPD – 201 Poplar conference, roll call & break area.

- System Engineer Position

We recently advised the Personnel Committee we are checking interest in the position, and, in a few weeks, we will be engaging a headhunter firm for an individual with specific qualifications.

Chair Anderson made a motion to amend the salary requirements shown in the FY21-22 budget for the System Engineer position to \$125,000.00.

Director Hollaway seconded the motion to amend the salary in the FY21-22 budget for the System Engineer position to \$125,000.00.

The Board voted 8-0 via electronic roll call to budget \$125,000.00 for the System Engineer position in the FY21-22 budget.

- Transfer of Funds

On May 27, 2021, the District transferred \$4,000,000 from the First Horizons checking account to the Charles Schwab Working Capital account. This was reflected in the Financial Report that was read earlier in this meeting.

- PSAP Disinfecting Costs

The Executive Committee is recommending to the full Board the Shelby County 9-1-1 Emergency Communications District cease funding PSAP disinfecting cleaning. The 9-1-1 District will not process any invoices dated after June 30<sup>th</sup>, 2021. The item below is the total disinfecting costs for FY19-20 and FY20-21

- PSAP Cleaning Costs 05.20.21

Chair Anderson requested a motion to end the funding for PSAP disinfecting costs effective June 30, 2021.

Director Kramer offered the motion to end the funding for PSAP disinfecting costs effective June 30, 2021.

Director Balee seconded the motion to end the funding for PSAP disinfecting costs effective June 30, 2021.

The Board voted 8-0 via electronic roll call to end the funding for PSAP disinfecting costs effective June 30, 2021.

- Second Reading of Proposed FY21-22 Budget

Director Chiozza reviewed various line items within the Budget.

Director Kramer acknowledged the intricate level of transparency included in the district's budget. He then offered a motion to approve the second reading of the FY21-22 budget.

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

The Board voted 8-0 via electronic roll call to approve the second 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.

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

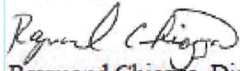
| <b>Annual Conferences</b> | <b>Location</b> | <b>Dates</b>                                   |
|---------------------------|-----------------|--|
| NENA                      | Columbus, OH    | Saturday, July 24 – Thursday, July 29          |
| APCO                      | San Antonio, TX | Saturday, 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](mailto:rchiozza@shelbycounty911.org)

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

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

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

The Board voted 8-0 via electronic roll call to accept the Directors Report as presented.

Chair Anderson asked if there was any old or new business.

Director Chiozza advised the Board of the efforts to obtain Microsoft Certified Teams equipment for the large conference room.

Chair Anderson requested a motion to adjourn the meeting.

Director Balee offered a motion to adjourn the meeting.

Director Kramer 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:

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Secretary/Treasurer Glen Kneeland

Minutes transcribed by Carmen Tyler, Accounting Manager