

**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**August 5, 2021**

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on August 5, 2021, by electronic means per TCA 8-44-108.

**Roll Call**

The meeting was called to order by Chair Anderson at 8:30 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, G. Kneeland, M. Balee, B. Jones, B. Kramer, S. Love, M. Shull, R. Hollaway.

**Board Members Excused:**

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 June 3, 2021, Full Board Minutes**

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on June 3, 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 June 3, 2021.

Director Balee seconded the motion to accept the minutes from the full Board meeting on June 3, 2021.

The Board voted 8-0 via roll call to accept the minutes from the full Board meeting on June 3, 2021.

## Treasurer's Report

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

- Financial Report

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

- \$ 10.352 million total year-to-date revenue,
- \$ 7.101 million total year-to-date expenses,
- \$ 3.251 million total year-to-date income.

Director Kneeland presented a review of the current fiscal year revenue and expenses for the period July 1, 2021, through June 30, 2022, as follows:

- \$ 0.00 million total year-to-date revenue,
- \$ 222 thousand total year-to-date expenses,
- \$ -222 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 August 2, 2021, as follows:

- *Charles Schwab - Working Capital Investment Fund*  
\$11.551 million total
- *First Horizon Checking Account*  
\$ 7.436 million total
- *Charles Schwab - Reserve Fund Account*  
\$23.169 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 Love 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:

- APCO Conference  
The APCO Conference begins August 15<sup>th</sup> – August 18<sup>th</sup> During the opening session MPD Manager Deranecque Rogers will be recognized as APCO's Public Safety Communications Line Supervisor of the Year.
- Collierville PSAP  
The Collierville PSAP needs to replace the security cameras at the Primary PSAP. The original cameras are old analog cameras that were installed in 2004. The Collierville PSAP management advises it has become an issue finding parts for these cameras to keep them running.

I am requesting a motion to amend our FY21-22 budget line #4427 Equipment - Communications (not capitalized) to add \$31,386 plus a 10% contingency of \$3,139 for a total of \$34,525 that will provide six to seven new security cameras for the Collierville PSAP.

Chair Anderson requested a motion to amend our FY21-22 budget line #4427 Equipment - Communications (not capitalized) to add \$31,386 plus a 10% contingency of \$3,139 for a total of \$34,525 that will provide six to seven new security cameras for the Collierville PSAP.

Director Kramer offered a motion to amend our FY21-22 budget line #4427 Equipment - Communications (not capitalized) to add \$31,386 plus a 10% contingency of \$3,139 for a total of \$34,525 that will provide six to seven new security cameras for the Collierville PSAP.

Director Shull seconded the motion to amend our FY21-22 budget line #4427 Equipment - Communications (not capitalized) to add \$31,386 plus a 10% contingency of \$3,139 for a total of \$34,525 that will provide six to seven new security cameras for the Collierville PSAP.

The Board voted 8-0 to amend our FY21-22 budget line #4427 Equipment - Communications (not capitalized) to add \$31,386 plus a 10% contingency of \$3,139 for a total of \$34,525 that will provide six to seven new security cameras for the Collierville PSAP.

- *Bartlett, Germantown & Shelby County Sheriff's Office/ Fire PSAP Projects*  
Fleming Architects continues to meet with the PSAPs, and recent meetings were held with Mission Critical Partners to review certain space requirements for various equipment needs at the PSAPs. Once Fleming completes the estimates for construction of the PSAPs, this will be brought to the Board for approval to begin the projects.
- *Millington PSAP*  
On July 5 we were advised by the Millington PSAP of an increase in the number of 9-1-1 calls they were receiving. Many of the 9-1-1 calls were intended for the Sheriff's PSAP (misroutes). We contacted Intrado and after waiting several days we decided to send our information and documentation researched by Timothy Zimmer and Carlton Ray to the State TECB. The TECB in turn contacted AT&T 9-1-1 Service Executive, for North Carolina and Tennessee who confirmed what we were seeing. Intrado sent a file to be loaded by True North who did so on June 25, and we started seeing the change on the last day of June. This was finally corrected on Monday, July 19, 2021.
- *Budget Amendment*  
During the April 1, 2021, Board meeting the Board approved funds for a bunk area to include restrooms with showers near the bed hall and will be a shared cost with the City of Memphis. After the vote and approval by the board in April, I did not add this into the budget or carry it forward to the FY21-22 budget.

I am requesting the Board amend our current FY21-22 budget to include the previously approved funds for the amount stated below for a total of up to \$236,500.

**From April 1, 2021, meeting minutes:**

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.

Chair Anderson requested a motion to amend our current FY21-22 budget to include the previously approved funds for the bunk area costs for MPD in the amount of up to \$236,500.

Director Balee offered a motion to amend our current FY21-22 budget to include the previously approved funds for the bunk area costs for MPD in the amount of up to \$236,500.

Director Hollaway seconded the motion to amend our current FY21-22 budget to include the previously approved funds for the bunk area costs for MPD in the amount of up to \$236,500.

The Board voted 7-0 via electronic roll call to amend our current FY21-22 budget to include the previously approved funds for the bunk area costs for MPD in the amount of up to \$236,500.

Director Shull abstained from the vote.

- System Engineer Position

We are working to obtain Robert Half as a headhunter to assist in recruiting an applicant to fill the systems engineer position. Mike Marshall advised that we believe the cost usually runs about 35 to 40% of the first year's salary. I am requesting a motion to amend our FY21-22 budget line #4221 Consulting Services (Administrative) and add \$45,000 to cover the cost of a job headhunter.

Director Kramer asked if the cost is refundable if the new hire does not retain the position within a specified time frame.

Mr. Marshall responded the terms would be outlined in the contract but typically there is a one-year time frame to include a prorated refund if the employee resigns or is terminated for cause.

Chair Anderson requested a motion to amend our FY21-22 budget line #4221 Consulting Services (Administrative) and add \$45,000 to cover the cost of a job headhunter.

Director Kneeland offered a motion to amend our FY21-22 budget line #4221 Consulting Services (Administrative) and add \$45,000 to cover the cost of a job headhunter.

Director Shull seconded the motion to amend our FY21-22 budget line #4221 Consulting Services (Administrative) and add \$45,000 to cover the cost of a job headhunter.

The Board voted 8-0 via electronic roll call to amend our FY21-22 budget line #4221 Consulting Services (Administrative) and add \$45,000 to cover the cost of a job headhunter.

- Audit for FY20-21

The annual required audit will start very soon, and Carmen Tyler will be working with Watkins Uiberall to get the audit completed by December 2021.

- Future Projects

A list of future projects is included in the documents for your review.

- Where Our Money Goes

A graph was provided to display an overview of where the Shelby County 9-1-1 Emergency Communications District funds are spent. The graph represents the expenditure of unaudited funds for the FY20-FY21 fiscal year.

**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:**

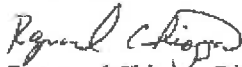
<b>Annual Conferences</b>	<b>Location</b>	<b>Dates</b>
NENA	Columbus, OH	Saturday, July 24 – Thursday, July 29
APCO	San Antonio, TX	Saturday, August 14 – Wednesday, August 18
TENA	Kingsport, TN	Sunday, September 12 – Wednesday, September 15

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

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

Chair Anderson commented on the importance for all dispatchers and PSAP's throughout Shelby County to take advantage of the training available to them. This includes certifications from NENA and APCO as well as other educational requirements. The 9-1-1 District will provide the funds available to complete job-related training by contacting the District Director or the Accounting Manager.

Director Chiozza added that at the NENA conference a new approach is developing related to how call-takers begin answering 9-1-1 calls. The new technology has provided more precise accuracy related to location that allows the call-taker to focus their attention more on problem resolution.

Chair Anderson requested a motion to adjourn the meeting.

Director Love offered a motion to adjourn the meeting.

Director Balee 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