

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
October 7, 2021

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on October 7, 2021, by electronic means per TCA 8-44-108.

Roll Call

The meeting was called to order by Chair Anderson at 8:38 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, B. Jones, B. Kramer, S. Love, M. Shull, R. Hollaway, C. Cash Jr., M. Balee.

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 August 5, 2021, Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on August 5, 2021; she then requested a motion to accept the minutes from the full Board meeting.

Director Kramer offered a motion to accept the full board meeting minutes from August 5, 2021.

Director Love seconded the motion to accept the minutes from the full Board meeting on August 5, 2021.

The Board voted 7-0 via roll call to accept the minutes from the full Board meeting on August 5, 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 current fiscal year revenue and expenses for the period July 1, 2021, through June 30, 2022, as follows:

- \$ 1.55 million total year-to-date revenue,
- \$ 2.66 million total year-to-date expenses,
- \$ -1.11 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 August 2, 2021, as follows:

- *Charles Schwab - Working Capital Investment Fund*
\$11.548 million total
- *First Horizon Checking Account*
\$ 7.236 million total
- *Charles Schwab - Reserve Fund Account*
\$23.210 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 Hollaway 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 7-0 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:

- *TENA Conference*
The TENA conference was recently held in Kingsport Tennessee with 22 attendees from Shelby County and an approximate total of 350 plus attendees. The Memphis Police PSAP won an award for Incident of the Year for X-Large PSAP. Congratulations.
- *Bartlett Feasibility Report*
A representative from Fleming Architects presented the feasibility study for the new Bartlett PSAP building which was previously reviewed and approved by the Building and Executive Committees for presentation to the full Board.

Chair Anderson requested a motion to accept the feasibility study and move forward with funding the project.

Director Hollaway offered a motion to accept the feasibility study and move forward with funding the project.

Director Kramer seconded the motion to accept the feasibility study and move forward with funding the project.

The Board voted 8-0 to accept the feasibility study and move forward with funding the project.

- *Germantown & Shelby County Sheriff's Office/ Fire PSAP Projects*
Fleming Architects is continuing work on the new Germantown PSAP building and hopes to have their feasibility report for the next board meeting. We are still waiting to hear from County Government for official word on the land site we are trying to use to build the Shelby County Sheriff's Office and Shelby County Fire Department's new PSAP.
- *FY20-21 Audit*
The annual required audit has begun, and much information has been sent to Watkins Uiberall, the auditing firm. We are required to have this completed by December 31, 2021, to be included in the Shelby County Government audit. The district office plans to have this ready for the Executive Committee meeting in November for approval at the December full Board meeting. The audit report will be emailed to the board members for review and to address any questions or concerns sometime in November or early December.

- Motorola Smart Transcription & Citizen Input
Motorola has been working with Carlton on the network side of this installation. We hope to have dates for installation soon. We are also looking at upgrading our Vesta software to Vesta version 7.7 at all our PSAPs in the next few months. In the spring we plan additional upgrades to the Vesta 7.8. version.
- Fire Museum of Memphis
Kimberly Crafton provided an update on September 21, 2021, via email advising the Fire Museum Board has requested architectural plans for the exhibit the District is funding. Additionally, due to the annually scheduled fundraisers held by the museum, and the essential repairs necessary after the ice and snowstorm in February, the building projects need to be postponed until after the beginning of 2022.
- Lenox Lease
Executive Committee and Building Committee. The district’s broker, Paradigm Realty Advisors, LLC has been working the last six months on renewing our lease and we have a proposal to extend our current lease for our office space.

In our current lease as shown below in the September invoice we pay a Monthly Rate of:

9-1-2021	Base Rent	\$9,151.19
9-1-2021	Real Estate Tax	\$22.84
9-1-2021	TOTAL Payment	\$9,174.03

The new proposed lease is as follows:

Rent Reduction Period	Rate Per RSF	Monthly Rate
1/1/22 – 5/31/22	\$19.00	\$8,236.50
Renewal Period	Rate Per RSF	Monthly Rate
6/1/22 – 5/31/23	\$19.00	\$8,236.50
6/1/23 – 5/31/24	\$19.38	\$8,401.23
6/1/24 – 5/31/25	\$19.77	\$8,569.25
6/1/25 – 5/31/26	\$20.16	\$8,740.64
6/1/26 – 5/31/27	\$20.57	\$8,915.45

Shelby County 911 - Lenox C 3rd Amendment Proposal_Rev. 9.13.21

Chair Anderson requested a motion to accept the proposed pricing for the new lease.

Director Cash offered a motion to accept the proposed pricing for the new lease.

Director Jones seconded the motion to accept the proposed pricing for the new lease.

The Board voted 9-0 to accept the proposed pricing for the new lease as indicated.

- Budget Line-Item Transfer

The purpose of this transfer is to reallocate funds previously budgeted and used for Communications (PSAPs) from Administration (Maintenance & Warranty Contracts 4218) to Communications (Maintenance/Repairs – Communications Equipment 4432).

I am requesting a motion to move the funds from line item 4218 to line item 4432.

Director Balee offered a motion to reallocate \$1,026,601.36 from budget line item 4218 to line item 4432 to reflect Communication expenses accordingly.

Director Jones seconded the motion to reallocate \$1,026,601.36 from budget line item 4218 to line item 4432 to reflect Communication expenses accordingly.

The Board voted 9-0 to reallocate \$1,026,601.36 from budget line item 4218 to line item 4432 to reflect Communication expenses accordingly.

- Internal Control Policy

The policy was updated to reflect the bank name change and job title changes. Additional statements were added on Section 130 Funds (Excess Revenue) and employees' access to paystubs electronically via ADP.

Chair Anderson requested a motion to accept the changes to the Internal Control policy as presented.

Director Shull offered a motion to accept the changes to the Internal Control policy as presented.

Director Love seconded the motion to accept the changes to the Internal Control policy as presented.

The Board voted 9-0 to accept the changes to the Internal Control policy as presented.

- Future Projects

A list of future projects is included in the documents for your 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.
Wednesday, July 21, 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 19, 2021 8:30 a.m.	Thursday, December 2, 2021 8:30 a.m.

Conferences for 2021:

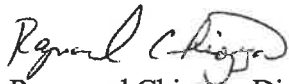
Annual Conferences	Location	Dates
NENA	Columbus, Ohio	Saturday, July 24 – Thursday, July 29
APCO	San Antonio, TX	Saturday, Aug. 14 – Wednesday, Aug. 18
TENA	Kingsport, TN	Sunday, Sept. 12 – Wednesday Sept. 15

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 Users Conference
 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

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 Love 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 or new business. Hearing none, she requested a motion to adjourn the meeting.

Director Love offered a motion to adjourn the meeting.

Director Hollaway seconded the motion to adjourn the meeting.

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

The meeting was adjourned at 9:09 AM.

Approved by:



Secretary/Treasurer Glen Kneeland

Minutes transcribed by Carmen Tyler, Accounting Manager