

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
December 2, 2021

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on December 2, 2021, by electronic means per 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, G. Kneeland, B. Jones, B. Kramer, S. Love, M. Shull, C. Cash Jr.,

Board Members Excused:

M. Balee, R. Hollaway

Board Members and Staff in the Administrative Office

B. Anderson, R. Chiozza, S. Robinson, T. Zimmer, C. Ray, H. Truebger, Carmen Tyler

Review and Approval of October 7, Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on October 7, 2021; she then requested a motion to accept the minutes from the full Board meeting.

Director Love offered a motion to accept the full board meeting minutes from October 7, 2021.

Director Carter seconded the motion to accept the minutes from the full Board meeting on October 7, 2021.

The Board voted 6-0 via roll call to accept the minutes from the full Board meeting on October 7, 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:

- \$ 3.910 million total year-to-date revenue,
- \$ 3.593 million total year-to-date expenses,
- \$ 317 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 November 30, 2021, as follows:

- *Charles Schwab - Working Capital Investment Fund*
\$11.524 million total
- *First Horizon Checking Account*
\$ 9.603 million total
- *Charles Schwab - Reserve Fund Account*
\$23.136 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 Carter seconded the motion to accept the financial report as presented by Director Kneeland.

The Board voted 6-0 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:

- *Germantown Feasibility Report*

Fleming Architects presented a feasibility study for the new PSAP building. A link to the report was included. Chair Anderson requested a motion to accept the report provided by Fleming Architects to move forward with the project.

Director Love offered a motion to accept the report provided by Fleming Architects to move forward with the project.

Director Shull seconded the motion to accept the report provided by Fleming Architects to move forward with the project.

The Board voted 7-0 via electronic roll call to accept the report provided by Fleming Architects to move forward with the project.

- *SCSO/SCFD PSAP Projects*

Shelby County continues working on a lease for the land covering the timeframe to complete construction of the building.

- *Motorola Smart Transcription and Citizen Input*

Motorola Vesta has been upgraded to Vesta 7.7 at Memphis and Germantown PSAP's. Smart Transcription and Citizen Input has been installed at the Germantown PSAP as of yesterday and training still has to be provided on Citizen Input. The District is also planning to upgrade our Vesta software to Vesta version 7.8 next spring.

- *Lenox Lease*

We are waiting on the final documents from our broker and an OK from Mike Marshall on signing the lease amendment.

- *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) funds to the districts. This equates to an additional \$800,626 in revenue for the Shelby County 9-1-1 Emergency Communications District. The district received these funds via ACH Transfer on November 15, 2021.

We also received our Controller subsidy funds as we maintain our own 9-1-1 controllers. The State TECB provides a reimbursement, and we received a total of \$408,000. The district received these funds via ACH Transfer on November 15, 2021.

A link was provided to reflect FY 2022 Section 130 fund distributions for all counties as of November 2021.

Director Chiozza requested a motion to accept the additional funding and amend our FY21-22 budget, revenue line “#3020 TCA Section 7-86-130 Receipts (section 130)” to record the additional revenue amount of \$800,626 instead of the current \$1,054,612, and budget line “#5006 – TECB Subsidies” \$408,000 as is currently shown.

Director Kramer offered a motion to accept the additional funding and amend our FY21-22 budget, revenue line “#3020 TCA Section 7-86-130 Receipts (section 130)” to record the additional revenue amount of \$800,626 instead of the current \$1,054,612, and budget line “#5006 – TECB Subsidies” \$408,000 as is currently shown

Director Cash seconded the motion to accept the additional funding and amend our FY21-22 budget, revenue line “#3020 TCA Section 7-86-130 Receipts (section 130)” to record the additional revenue amount of \$800,626 instead of the current \$1,054,612, and budget line “#5006 – TECB Subsidies” \$408,000 as is currently shown

The Board voted 7-0 via electronic roll call to accept the additional funding and amend our FY21-22 budget, revenue line “#3020 TCA Section 7-86-130 Receipts (section 130)” to record the additional revenue amount of \$800,626 instead of the current \$1,054,612, and budget line “#5006 – TECB Subsidies” \$408,000 as is currently shown

- June 30, 2021, Draft Audit Review

Watkins Uiberall emailed the DRAFT version of the June 30, 2021 FY20-21 audit 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 at a formal board meeting. If you review it and have a major question please let myself or Carmen know so we can forward your concern to Watkins Uiberall for an answer. A link to the draft and governance letter was provided to the board.

- Representative Rush Bricken Bill for the 2022 Session

TENA is certain that State Representative Rush Bricken will be filing his bill again on direct dispatching and funding of PSAPs & ECDs in the state legislature in 2022. A link to the bill was provided to the board.

- Recommendation from Board Chair to the Executive Committee

Personnel Committee invited to this Executive Committee Meeting: Trey Carter-Chair (*Vice Chair automatic*), Rex Hollaway, Bruce Kramer

Funding is requested to amend the current FY21-22 budget to move forward with creating and funding an assistant to the Director of GIS, Timothy Zimmer. Initially amend the budget equaling the System Engineer salary of \$125,000 and fund the associated benefits.

Salary:	\$125,000
70% Health Ins.:	\$16,714.74 *
Life Insurance:	\$886.56 *
TCRS:	\$10,000.00
TOTAL:	\$152,601.30

* Estimate. Depends on age and number of dependents etc.

Position	Salary Budget Line# 4006.3	Total Health, Dental & Eye Insurance Cost per Year	Employee Pays 30% for Health Insurance	District Pays 70% for Health Insurance Budget Line# 4104	Districts Pays 100% Life Insurance Acc. Death & Dismemberment Short Term Disability & Long-Term Disability Budget Line# 4106	Districts Pays 100% TCRS Budget Line# 4108
GIS Assistant	\$125,000.00	\$23,878.20	\$7,163.46	\$16,714.74	\$886.56	\$10,000.00

Chair Anderson requested a motion to amend the current FY21-22 budget to move forward with creating and funding an assistant to the Director of GIS.

Director Kramer offered a motion to amend the current FY21-22 budget to move forward with creating and funding an assistant to the Director of GIS.

Director Love seconded the motion to amend the current FY21-22 budget to move forward with creating and funding an assistant to the Director of GIS.

The Board voted 7-0 to accept amend the current FY21-22 budget to move forward with creating and funding an assistant to the Director of GIS.

- Board member Mendi Shull
Congratulation to board member Mendi Shull’s retirement this month from the Memphis Police Department’s Communications Bureau.
- Future Projects
A list of future projects is included in the documents for your review.

2022 Board Meeting Dates and Conference Dates:

The following dates in 2022 are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. The dates for 2022 conferences are also shown.

Executive Committee Meeting Dates & Times	9-1-1 Board Meeting Dates & Times
Friday, January 21, 2022 8:30 a.m.	Thursday, February 3, 2022 8:30 a.m.
Friday, March 25, 2022 8:30 a.m.	Thursday, April 7, 2022 8:30 a.m.
Friday, May 20, 2022 8:30 a.m.	Thursday, June 2, 2022 8:30 a.m.
Friday, July 22, 2022 8:30 a.m.	Thursday, August 4, 2022 8:30 a.m.
Friday, September 23, 2022 8:30 a.m.	Thursday, October 6, 2022 8:30 a.m.
Friday, November 18, 2022 8:30 a.m.	Thursday, December 1, 2022 8:30 a.m.

Conferences for 2022:

Annual Conferences	Location	Dates
NENA	Louisville, KY	Saturday, June 11 – Thursday, June 16
APCO	Anaheim, California	Saturday, Aug. 6 – Wednesday, Aug. 10
TENA	Murfreesboro, TN	Sunday, Sept. 18 – Wednesday, Sept. 21

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
 ESRI Users Conference

Sincerely,



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

NENA – National Emergency Number Association
 APCO – Association Public Communications Officials
 TENA – Tennessee Emergency Number Association

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

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

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

The Board voted 7-0 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 Kramer seconded the motion to adjourn the meeting.

The Board voted 7-0 via roll call to adjourn the meeting.

The meeting was adjourned at 9:15 a.m.

Approved by:



Secretary/Treasurer Glen Kneeland

Minutes transcribed by Carmen Tyler, Accounting Manager