

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
February 3, 2022

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on February 3, 2022, 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, R. Hollaway, G. Kneeland, B. Kramer, M. Shull, C. Cash Jr., S. Love

Board Members Excused:

M. Balee, B. Jones

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 December 2, 2021, Full Board Minutes

Chair Anderson confirmed everyone had the opportunity to review the minutes from the full Board meeting on December 2, 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 December 2, 2021.

Director Cash seconded the motion to accept the minutes from the full Board meeting on December 2, 2021.

The Board voted 6-0 via roll call to accept the minutes from the full Board meeting on December 2, 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:

- \$ 5.464 million total year-to-date revenue,
- \$ 4.494 million total year-to-date expenses,
- \$ 970 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*
\$11.481 million total
- *First Horizon Checking Account*
\$10.669 million total
- *Charles Schwab - Reserve Fund Account*
\$23.026 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 Shull 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:

- **Audit Review, June 30, 2021**

Since we are a component of Shelby County Government, the board approved the final draft of the audit during the December meeting to be included with Shelby County Government. Watkins Uiberall representatives provided a review of the June 30, 2021, audit and a link to the final Audit and Governance Letter was included.

Chair Anderson requested a motion to accept the audit review as presented by Watkins Uiberall.

Director Love offered a motion to accept the audit review as presented by Watkins Uiberall.

Director Kramer seconded the motion to accept the audit review as presented by Watkins Uiberall.

The Board voted 7-0 via electronic roll call to accept the audit review as presented by Watkins Uiberall.

- **Bartlett and Germantown Construction Contracts**

The contracts are being reviewed by the Board's general counsel. Mike Marshall advised that some exhibits are still in review in hopes of final drafts this month. A development agreement is being drafted for Bartlett and Germantown PSAPs. Links to Agreement Owner and Architect were included in the documents for review by the board.

- **SCSO/SCFD PSAP Projects**

Mike Deatherage, Administrator of SCSO requested assistance in getting the land approved. The delay is related to obtaining the land survey which is needed to create a legal description of the parcel that will facilitate an agreement with the Shelby County 9-1-1 District. Fleming Architect is assisting in obtaining the cost for the land survey to expedite the process.

- **Motorola Smart Transcription and Citizen Input**

Motorola will begin installation for the remaining PSAPs around February 14, 2022. Smart Transcription and Citizen Input has been installed at the Germantown PSAP.

- **Lenox Lease**

The Lease for office space has been signed for the period of January 1, 2022, through May 31, 2027. A link was provided to the board for review.

- 2022 Legislative Session

Bill number is SB1975 deals with funding of 9-1-1. This may be a way to get rid of the Section 130 (excess funds) funding the State 9-1-1 board distributes but I am not sure at this time. I am waiting further information from our lobbyist. A link was provided for SB1975.

HB2473 by Bricken and SB2384 by Gardenshire was filed February 1, 2022.

As introduced, requires ECDs to utilize the direct dispatch method in response to emergency 911 calls and one of three methods in response to non-emergency calls; requires that all emergency 911 calls, with the exception of misrouted calls, be dispatched without being transferred; authorizes ECDs to transfer non-emergency calls at the discretion of the dispatcher via attended transfer; adds emergency call takers and public safety dispatchers and emergency services personnel to definition of first responder for certain purposes.

Each Municipality should advise their leaders of SECTION 5 shown below. This could affect your municipality later down the road even though you already do Direct Dispatch but maintain your right to dispatch your own public safety services.

As I have stated before I am not opposed to the Direct Dispatch per say but I think we may need more than three years for the effected agencies to cross train all the employees and get the actual centers ready. Our deadline would be July 1, 2025, to accomplish this. Getting the new PSAP building built for the Sherriff's Office and County Fire may take years at the pace we are currently going. This is why I say it would be nice to have more time.

SECTION 5. Tennessee Code Annotated, Section 7-86-107(b), is amended by deleting the language "the right to dispatch its own services" and substituting instead the language "the right to dispatch its own non-emergency services".

(g) Emergency 911 calls must be dispatched by the initial public service answering point without being transferred. A link was provided for HB2473.

- Shelby County Sheriff's Office CAD Upgrade

Mission Critical Partners has been working with the Shelby County Sheriff's Office since April 2021, meeting with Motorola on a CAD upgrade. The County needs to move to the most current Motorola CAD P1 version to be fully supported by Motorola. At present Motorola is no longer supporting the version that the County CAD currently has, and thus is advising the County that they cannot guarantee the ability to respond to and mitigate any software performance issues that may arise. The Sheriff's CAD system will remain at risk (and increasing risk) if they stay on the current CAD version that is not fully supported by Motorola.

I am requesting a motion to amend our FY21-22 budget line #1353.1 "Capital Assets Not Being Depreciated (Planned)" and add \$985,019 plus a 5% contingency of \$49,250.95 for a total of \$1,034,269.95 for the upgrade to the Shelby County Sheriff's Office PSAP Motorola CAD system.

Chair Anderson requested a motion to amend our FY21-22 budget line #1353.1 “Capital Assets Not Being Depreciated (Planned)” and add \$985,019 plus a 5% contingency of \$49,250.95 for a total of \$1,034,269.95 for the upgrade to the Shelby County Sheriff’s Office PSAP Motorola CAD system.

Director Hollaway offered a motion to amend our FY21-22 budget line #1353.1 “Capital Assets Not Being Depreciated (Planned)” and add \$985,019 plus a 5% contingency of \$49,250.95 for a total of \$1,034,269.95 for the upgrade to the Shelby County Sheriff’s Office PSAP Motorola CAD system.

Director Shull seconded the motion to amend our FY21-22 budget line #1353.1 “Capital Assets Not Being Depreciated (Planned)” and add \$985,019 plus a 5% contingency of \$49,250.95 for a total of \$1,034,269.95 for the upgrade to the Shelby County Sheriff’s Office PSAP Motorola CAD system.

The Board voted 7-0 via electronic verbal roll call to amend our FY21-22 budget line #1353.1 “Capital Assets Not Being Depreciated (Planned)” and add \$985,019 plus a 5% contingency of \$49,250.95 for a total of \$1,034,269.95 for the upgrade to the Shelby County Sheriff’s Office PSAP Motorola CAD system.

- *Network Systems Engineer and GIS Engineer Positions Search*

On January 18, 2022, we contracted to exclusively engage the Executive Search services of APCO to conduct an executive search on behalf of the Shelby County ECD for applicants for the positions of Network Systems Engineer and GIS Engineer.

The board had previously approved \$45,000 for one position but since we chose to use the APCO Executive Search, the cost will be \$20,000 per position, so it will cost the district \$40,000 for both positions.

- *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:

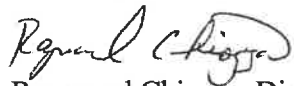
Annual Conferences	Location	Dates
NENA	Louisville, KY	Saturday, June 11 – Thursday, June 16
APCO	Anaheim, California	Saturday, Aug. 6 – Wednesday, Aug. 10
TENA	Murfreesboro, TN	Sunday, Sept. 18 – Wednesday, Sept. 21

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

Director Cash 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 Shull offered a motion to adjourn the meeting.

Director Hollaway 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