

**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**April 7, 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 8:30 a.m. Chair Carter began a roll call of the Board members. Finding a quorum present, the meeting commenced.

**Board Members and Staff in the Administrative Office:**

P. Carter III, R. Hollaway, A. Washington, R. Chiozza, S. Robinson, T. Zimmer, C. Ray, H. Truebger, Carmen Tyler

**Board Members Present Electronically:**

B. Kramer, M. Shull, B. Jones

**Board Members Excused:**

G. Kneeland, M. Balee, S. Love

A moment of silent prayer was offered in remembrance of Board Member Clarence Cash, Jr.

An official welcome was extended to our newest Board member Alfred Washington Jr.

An official thank you with mementoes was presented to Beky Anderson for her service to the Board, staff and citizens of Shelby County.

**Additional Attendees:**

Bruce Lee, Mike Spencer, Chris Wilson, Melanie Moody, E. Wadley, K Conrad, D. Taylor, S. Childress, T. Halford, J. Goodman, T. Schaber, J. Springer, S. Sones, J. Cox, B. Anderson, R. Bailey, P. Skaggs, G. Cloyd, X Underwood, Lynn Ness, C. Golden, Roberta Ivory.

**Officer Elections**

Elections were held for the positions of Chair, Vice Chair, and Secretary-Treasurer for terms expiring in February 2023. Votes were cast for each position and accepted as follows:

Chair, Patrick Carter III, Vice Chair, Glen Kneeland, and Secretary-Treasurer,  
Mendi Shull.

**Review and Approval of February 3, 2022 Full Board Minutes**

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on February 3, 2022; he 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 February 3, 2022.

Director Shull seconded the motion to accept the minutes from the full Board meeting on February 3, 2022.

The Board voted 6-0 via roll call to accept the minutes from the full Board meeting on February 3, 2022.

### **Treasurer's Report**

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

- ***Financial Report***

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

- \$ 7.018 million total year-to-date revenue,
- \$ 5.396 million total year-to-date expenses,
- \$ 1.622 million total year-to-date income.

- ***Fund Balances and Investments***

Director Chiozza presented a review of the Working Capital Accounts and Reserve Fund Account as of April 5, 2022, as follows:

- Charles Schwab - Working Capital Investment Fund  
\$16.379 million total
- *First Horizon Checking Account*  
\$ 7.077 million total
- *Charles Schwab - Reserve Fund Account*  
\$22.864 million total

Director Chiozza advised that Charles Schwab documents are included to reflect account information.

Chair Carter requested a motion to accept the financial report as presented by Director Chiozza.

Director Kramer offered a motion to accept the financial report as presented by Director Chiozza.

Director Washington seconded the motion to accept the financial report as presented by Director Chiozza.

The Board voted 6-0 to accept the financial report as presented by Director Chiozza.

## **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:

- **TECB Section 130 (Excess) Revenue Distribution**

During the December board meeting, the board accepted the State TECB Controller Subsidy funds of \$408,000 and we stated they would be shown in budget line #5006. Since this time and after the February meeting of the TECB, they have decided these funds should be shown in budget line #3020 TCA Section 7-86-130 Receipts (section 130). I request a motion to move these funds from budget line #5006 to budget line #3020.

Chair Carter requested a motion to move \$408,000 from budget line #5006 to budget line #3020.

Director Hollaway offered a motion to move \$408,000 from budget line #5006 to budget line #3020.

Director Jones seconded the motion to move \$408,000 from budget line #5006 to budget line #3020.

The Board voted 6-0 to move \$408,000 from budget line #5006 to budget line #3020.

- **Bartlett, Germantown, and SCFD/SCSO New PSAP Update**

**Bartlett** - 100% Schematics and pricing from consultants were due. We are working on console layouts with Mission Critical Partners (MCP). Fleming is also reviewing the International Building Codes (IBC) and National Fire Protection Codes (NFPA) 1221 codes. The Bartlett PSAP Owner Architect signed agreement and the new project cost estimate is attached.

Fleming Architects advised there are some items that costs have drastically increased. We are investigating these, and as we continue to work through the systems in this building and the plans get more developed, some of the questions and unknowns will get verified and we can get the cost more defined. There also are some additional costs in the estimate, in case the soils report comes back with bad soils. As that appears to be normal, we will be able to remove some of the additional soil costs.

Additional funds were added to the project costs for A/V Consultant (\$5,000), A/V Allowance (\$150,000), and Security Consultant Design fees (\$7,000).

Ellen Wadley reviewed the increased costs with the board.

Chair Carter requested a motion to amend the Bartlett PSAP budget to a total cost of \$10,670,000 for the FY22-23 budget in line item 4399 – Other Building and Facility Costs.

Director Hollaway offered a motion to amend the Bartlett PSAP budget to a total cost of \$10,670,000 for the FY22-23 budget in line item 4399 – Other Building and Facility Costs.

Director Shull seconded a motion to amend the Bartlett PSAP budget to a total cost of \$10,670,000 for the FY22-23 budget in line item 4399 – Other Building and Facility Costs.

**Germantown** - Cross Section Studies thru the site and reviewing the generator location for the site. Fleming is finalizing the building floor plan & elevations. The Germantown PSAP Owner Architect signed agreement and the new project cost estimate is attached.

**Shelby County Fire Department and Shelby County Sheriff's Office PSAP** - Fleming is getting pricing to perform groundwater sampling and active soil gas sampling. The district has approved additional soil borings from a Geotech Engineer under the footprint of the building.

The first version of the Construction Easement and agreement are currently being reviewed and edited by District General Counsel Mike Marshall. Once signed by the District, it will be submitted to the Shelby County Commission and County Mayor for signature. A soil boring location map and document were attached for review.

- *Motorola Smart Transcription and Citizen Input*  
Motorola has completed the installation of Smart Transcription and Citizen Input at the City of Memphis, Germantown, Bartlett, and Collierville PSAPs. They are working on Shelby County Sheriff's Office, Shelby County Fire, and Millington PSAPs as of this writing. In addition to the installation, online training has been taking place for the past several weeks. No public announcement will be made until training is completed.
  
- *2022 Legislative Session*  
The following legislative bills were reviewed and a status update was provided:
  - HB2473/SB2384 LOCAL GOVERNMENT:**  
ECDs to utilize the direct dispatch method in response to emergency 911 calls
  
  - SB1975 / HB2049 CALCULATION OF FUNDING for ECDs:**  
Combines all funds each ECD receives and creates this as the new base
  
- *Network Systems Engineer and GIS Engineer*  
APCO's executive search has started the process of searching on behalf of the Shelby County ECD for applicants for the positions of Network Systems Engineer and GIS Engineer.
  
- *First Reading of Proposed FY22-23 Budget*  
A copy of the proposed budget was presented for review and discussion.

Chair Carter requested a motion to accept the first reading of the proposed FY 22-23 Budget.

Director Kramer offered a motion to accept the first reading of the proposed FY 22-23 Budget.

Director Jones seconded a motion to accept the first reading of the proposed FY 22-23 Budget.

The Board voted 6-0 to accept the first reading of the proposed FY 22-23 Budget.

- *Fire Museum of Memphis*  
Work began recently on the new “Emergency Dispatch Center” exhibit at the Fire Museum with pictures of the work for viewing.
- *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 the 2022 conferences are also shown.

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

<b>Annual Conferences</b>	<b>Location</b>	<b>Dates</b>
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 of 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](mailto:rchiozza@shelbycounty911.org)

Chair Carter requested a motion to accept the Director's Report as presented by Director Chiozza.

Director Kramer offered a motion to accept the Director's Report as presented.

Director Hollaway seconded the motion to accept the Director's Report as presented.

The Board voted 6-0 to accept the Directors Report as presented.

Chair Carter asked if there was any old or new business. Hearing none, he requested a motion to adjourn the meeting.

Director Hollaway offered a motion to adjourn the meeting.

Director Kramer seconded the motion to adjourn the meeting.

The Board voted 6-0 via roll call to adjourn the meeting.

The meeting was adjourned at 9:21 a.m.

Approved by:

  
Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager