

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
June 2, 2022

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on June 2, 2022, both in person and by electronic means per TCA 8-44-108.

Roll Call

The meeting was called to order by Chair Carter 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, R. Chiozza, S. Robinson, T. Zimmer, C. Ray,
H. Truebger, Carmen Tyler

Board Members Present Electronically:

B. Kramer, M. Shull, B. Jones, G. Kneeland, M. Balee, S. Love, A. Washington

A moment of silent prayer was offered in remembrance of former Board member William Hughes and for the victims of the recent shootings in the country.

Additional Attendees:

S. Lovejoy, Mike Spencer, Chris Wilson, Melanie Moody, D. Taylor, S. Childress, J. Springer,
P. Cash, T. Schaber.

Chief Cash Recognition

An official thank you from the Board of Directors and staff was presented to Mrs. Cash in remembrance of Chief Cash's service to the District.

Review and approval of April 7, 2022, Full Board Minutes

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on April 7, 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 April 7, 2022.

Director Kneeland seconded the motion to accept the minutes from the full Board meeting on April 7, 2022.

The Board voted 8-0 via roll call to accept the minutes from the full Board meeting on April 7, 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 Shull.

- ***Financial Report***

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

- \$ 11.907 million total year-to-date revenue,
- \$ 7.875 million total year-to-date expenses,
- \$ 4.032 million total year-to-date income.

- ***Fund Balances and Investments***

Director Shull presented a review of the Working Capital Accounts and Reserve Fund Account as of May 31, 2022, as follows:

- Charles Schwab - Working Capital Investment Fund
\$16.323 million total
- *First Horizon Checking Account*
\$ 6.830 million total
- *Charles Schwab - Reserve Fund Account*
\$22.814 million total

Director Shull 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 Shull.

Director Hollaway offered a motion to accept the financial report as presented by Director Shull.

Director Balee seconded the motion to accept the financial report as presented by Director Shull.

The Board voted 9-0 to accept the financial report as presented by Director Shull.

Directors Report

Chair Carter 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 April Board meeting I requested to move the Controller Subsidy revenue funds from the TECB from budget line #5006 to Line #3020. I was in error, and they should have stayed in budget line #5006. What we have for our revenue lines (FY21-22) in our budget is shown below:

3010	TCA Section 7-86-303 Receipts (base funding)	9,327,186	Base Funding = 6 payments of \$1,554,531
3020	TCA Section 7-86-130 Receipts (section 130)	3,510,713	Surcharge Subsidy Distribution= 6 payments of \$585,119
5006	TECB Subsidies - (Controller Subsidy)	408,000	Controller Subsidy = \$408,000

Director Chiozza requested a motion to return these funds to budget line #5006 from budget line #3020.

Director Kramer offered a motion to return these funds to budget line #5006 from budget line #3020.

Director Jones seconded the motion to return these funds to budget line #5006 from budget line #3020.

The Board voted 9-0 to return these funds to budget line #5006 from budget line #3020.

Additional motions for line-item transfers requested by Director Chiozza and listed below were voted 9-1 and approved by the Board of Directors:

- a line-item transfer of \$5,000 from budget line #4244 (Public Education) to budget line #4254 (Vehicle Fuel – Administrative),
 - a line-item transfer of \$45,000 from budget line #4218 (Training Expenses) to budget line #4430 (Language Interpreting), and
 - a line-item transfer of \$65,000 from budget line #4423 (Addressing/Mapping/Database Sup) to budget line #4245 (Software & Licensing - Admin).
- **Bartlett New PSAP Update**
Work continues on the new Bartlett PSAP design. Several audio-visual meetings have taken place on requirements in the new facility in the couple of weeks.

- *Germantown New PSAP Update*

Meetings for the design layout of the space continues. Fleming is working to solve several issues since the property does have a slope to it

SCFD/SCSO NEW PSAP Update-

We learned the week of May 2, after we inquired that the County attorney assigned to our project left employment with the county and a new attorney has been assigned. Our legal counsel is emailing her the draft agreement so they can get up to speed. We have had one meeting but it appears we are starting over again. Permission was given to drill soil samplings on the property.

As of May 31, 2022, Fisher Arnold conducted a review of the lab data indicating low levels of Volatile Organic Compounds (VOCs) in the soil vapor, but nothing above the EPA Commercial Vapor Intrusion Screening Limits (VISLs). Additionally, some Polynuclear Aromatic Hydrocarbons (PAHs) were detected in the soil below EPA Regional Screening Levels (RSLs). However, one detection of Naphthalene was above the EPA RSL for Industrial Soil. This appears to be an isolated occurrence but given the reports of buried waste and prior use of the property, we would recommend a Soil Management plan (SMP) out of an abundance of caution. The SMP would help govern any potential waste soils or debris leaving the site and how those materials, if any, should be managed. Another meeting will be scheduled in June of 2022 to determine the next steps. Fisher Arnold should get a final report over to Fleming Architects by end of week.

- *Motorola Smart Transcription and Citizen Input*

Motorola Citizen Input has been installed at all our PSAPs. Motorola has completed their update to the product. Carlton has emailed each PSAP and requested information from them so they can access the Motorola training module for Citizen Input. At this time we are planing to issue a statement that each PSAP has this capability around June 27, 2022. In addition to the installation, online training has been made available.

- *Fire Museum of Memphis*

The grand opening of the new “Emergency Dispatch Center” exhibit at the Fire Museum was recently held (photos were provided).

- *Personnel and Executive Committee Recommendations*

The Personnel Committee and Executive Committee met on May 27, 2022, to review and discuss the personnel salaries. The committee recommended a cost-of-living increase of 5% for each employee.

Director Hollaway advised the Board that employee salaries were within a good range but due to inflation the recommended increase was reasonable. Director Hollaway offered the motion to approve the 5% salary increases.

Director Kramer seconded a motion to approve the 5% salary increases.

The Board voted 8-0 to approve the 5% salary increases.

- Second 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 second reading of the proposed FY 22-23 Budget.

Director Shull offered the motion to accept the second reading of the proposed FY 22-23 Budget.

Director Balee seconded the motion to accept the second reading of the proposed FY 22-23 Budget.

The Board voted 9-0 to accept the second reading of the proposed FY 22-23 Budget.

- NENA Annual Conference

The annual NENA will be held in Louisville KY starting the weekend of June 11, 2022 through June 16, 2022. Many will be driving and we wish safe travels for all.

- 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.

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 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

Director Chiozza updated the Board on the Motorola call handling solutions which will be released around the second quarter of 2023.

Director Chiozza concluded his report.

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

Director Kneeland 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 9-0 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 9-0 via roll call to adjourn the meeting.

The meeting was adjourned at 9:00 a.m.

Approved by:


Secretary/Treasurer Mendi Shull

A public hearing was called to order at 9:01 a.m. for comments from the public regarding the FY22-23 District budget.

Hearing no comments, the public hearing was closed, and the official meeting adjourned at 9:02 a.m.

Minutes transcribed by Carmen Tyler, Accounting Manager