

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
August 4, 2022

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on August 4, 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 8:32 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, E. Stanton, Jr., 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, A. Washington

Board Members Excused:

S. Love

Chair Carter extended a welcome to our newest Board member, Edward Stanton, Jr..

Additional Attendees:

S. Lovejoy, Mike Spencer, Kari Conrad, Sciara Childress, Rachel Wakefiled-Prerski, D. Taylor, S. Childress.

Review and approval of June 2, 2022, Full Board Minutes

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on June 2, 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 June 2, 2022.

Director Washington seconded the motion to accept the minutes from the full Board meeting on June 2, 2022.

The Board voted 8-0 via roll call to accept the minutes from the full Board meeting on June 2, 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, 2022, through June 30, 2023, as follows:

- \$ 0.00 total year-to-date revenue,
- \$ 1.203 million total year-to-date expenses,
- \$- 1.203 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
\$16.375 million total
- *First Horizon Checking Account*
\$ 6.663 million total
- *Charles Schwab - Reserve Fund Account*
\$22.877 million total

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

Director Chiozza added the balances for the previous fiscal year end as follows:

- \$14.046 total year end revenue,
- \$ 8.754 million total year-to-date expenses,
- \$ 5.292 million total year-to-date income.

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

Director Kneeland offered a motion to accept the financial report as presented by Director Shull and Director Chiozza

Director Hollaway seconded the motion to accept the financial report as presented by Director Shull and Director Chiozza

The Board voted 8-0 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:

- **New Bartlett PSAP Update**

Work continues on the new Bartlett PSAP design. Over the last several weeks several audio-visual, door hardware and security meetings have taken place on requirements in the new Bartlett facility.

We have an updated project cost for the new Bartlett PSAP. This does not include any updated prices for the Allowances, (Section F). Section F includes the dispatch furniture and technology, access control/security, audio visual and loose furniture. We are conducting these meetings within the next couple of weeks to assess the equipment and their requirements for both existing and new equipment. Fleming feels they will have a better idea on where we are with the cost for these by the next cost estimate exercise. That is schedule to be at the 50% construction document stage and that should be completed around the end of August.

We are looking at a potential technology increase of \$235,115 which we have included in this cost estimate being presented today.

I am asking the Board to amend the Bartlett PSAP budget and add \$693,316 to the project. This will be reflected in the FY22-23 budget in budget line #4399 Other Building and Facility Costs. This budget item will be shown as \$9,945,857 plus the 15% contingency (\$1,491,897) for a total budgeted amount of \$11,437,736.

Terry Conrad from Fleming Architects advised inflation and material cost increases have resulted in project cost to increases. She asked if there were any questions by Board members.

Chair Carter requested a motion to add \$693,316 to the FY22-23 for the Bartlett PSAP construction project.

Director Kramer offered the motion to add \$693,316 to the FY22-23 for the Bartlett PSAP construction project.

Director Shull seconded the motion to add \$693,316 to the FY22-23 for the Bartlett PSAP construction project.

The Board voted 8-0 to add \$693,316 to the FY22-23 for the Bartlett PSAP construction project.

A diagram of the first floor and entire site was included in the information packet.

- *New Germantown 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. A full set of plans and a schedule were included in the information packet.

Director Chiozza advised that the Bartlett PSAP is tentatively set for bidding in December 2022 and the Germantown PSAP in May 2023.

- *New SCSO/SCFD PSAP Update*

A meeting was held on June 22, 2022, at Fleming & Associates to further discuss the land site with Fisher Arnold. Fleming recommended getting a fee to provide geotechnical borings, at building corners, center of building and within the parking lot (depth and number to be determined by our structural engineer). This will be another test to review the soil contents. This report will also recommend soil bearing capacity and assist with our future foundation and paving designs (this report is required for the project going forward). I along with general counsel Mike Marshall approved obtaining a price on this geotechnical boring. PSI will perform the scope of services on a lump sum basis. Based on the scope of services provided in the Fleming proposal, the estimated lump total fee will be \$6,300.00. The drilling will be done around the first week or two of August.

- *Motorola Smart Transcription and Citizen Input*

Motorola Citizen Input has been installed at all our PSAPs. Motorola has completed their update to the product. Motorola is working out a single sign-on method for the Memphis Police & Fire PSAPs.

- *APCO Annual Conference*

The annual APCO conference will be held in Anaheim, California starting August 6th through August 11th.

- Budget Line-Item Transfers

Correction:

During the June 2, 2022, board meeting I requested a line-item transfer of \$45,000 from budget line #4218 (Training Expenses) to budget line #4430 (Language Interpreting). The correct line number to transfer from is #4418 (Training Expenses)

FY21-22 Budget Line-Item Transfers:

1. A motion for a line-item transfer of \$1.00 from budget line #4013 (Compensated Absences) to Salary & Wages budget line #4001 (Director – Administrative).
2. A motion for a line-item transfer of \$1.00 from budget line #4013 (Compensated Absences) to Salary & Wages budget line #4002.1 (Accounting Manager – Administrative).
3. A motion for a line-item transfer of \$1.00 from budget line #4013 (Compensated Absences) to Salary & Wages budget line #4002.2 (Public Education Coordinator-Administrative).
4. A motion for a line-item transfer of \$1.00 from budget line #4013 (Compensated Absences) to Salary & Wages budget line #4006.1 (Director of GIS – Administrative).
5. A motion for a line-item transfer of \$1.00 from budget line #4013 (Compensated Absences) to Salary & Wages budget line #4006.2 (911 Information Systems Lead – Administrative).
6. A motion for a line-item transfer of \$1.00 from budget line #4013 (Compensated Absences) to Salary & Wages budget line #4012.1 (Director of Network Systems – Administrative).
7. A motion for a line-item transfer of \$6,000.00 from budget line #4104 (Medical/Dental Insurance) to budget line # 4101 Social Security – Administrative).

Director Balee offered a motion to approve items 1–6 of the above referenced line-item transfers.

Director Hollaway seconded the motion to approve items 1–6 of the above referenced line-item transfers.

The Board voted 8-0 to approve items 1–6 of the above referenced line-item transfers.

Director Kneeland offered a motion to approve item 7 of the above referenced line-item transfers.

Director Balee seconded the motion to approve items 7 of the above referenced line-item transfers.

The Board voted 8-0 to approve item 7 of the above referenced line-item transfers.

- FY22-23 Budget

When we passed the FY22-23 Budget we had line item #4333 Maintenance and Repairs-Buildings and Facilities Janitorial showing \$30,000 for Miscellaneous Items at Admin, PSAPs / Removal /Cleaning and \$500 listed for Restroom & Toiletries Etc. The two items were not added up in the budget line column and we wanted to let the board know we have included this now in the overall budget that was not correctly shown in the budget. We have included the total of \$30,500 in budget line #4333 now.

- Shelby County Fire PSAP

The Shelby County Fire PSAP is in need of replacing their security cameras in the PSAP. I do not anticipate the new PSAP for the SCSO & SCFD PSAP being ready for another 2.5 to 3.5 years so I am in favor of providing an update to the security cameras for the SCFD PSAP. The SCFD has obtained estimates for the project.

I am requesting a motion to ammend the FY22-23 budget line #4427 by adding \$38,738.28 plus a 15% contingency of \$5,810.74 for a total of \$44,549.02.

Chair Carter requested a motion to ammend the FY22-23 budget line #4427 by adding \$38,738.28 plus a 15% contingency of \$5,810.74 for a total of \$44,549.02.

Director Shull offered a motion to ammend the FY22-23 budget line #4427 by adding \$38,738.28 plus a 15% contingency of \$5,810.74 for a total of \$44,549.02.

Director Hollaway seconded the motion to ammend the FY22-23 budget line #4427 by adding \$38,738.28 plus a 15% contingency of \$5,810.74 for a total of \$44,549.02.

The Board voted 7-0 to ammend the FY22-23 budget line #4427 by adding \$38,738.28 plus a 15% contingency of \$5,810.74 for a total of \$44,549.02 with Director Kneeland abstaining.

- Audit for FY21-22

In preparation for this years audit for the last fiscal year we have added two items to our Internal Controls manual. They are located on pages 38 and 39 in the Internal Controls manual and are highlighted.

Page 38 - Payments to Nationwide Retirement Solutions for employee deferrals are now processed as ACH payments.

Page 39 - Purchase Card balances remain at \$0.00 until travel or purchases are needed.

Chair Carter requested a motion to accept the changes to the Internal Controls Policy.

Director Balee offered a motion to accept the changes to the Internal Controls Policy.

Director Washington seconded the motion to accept the changes to the Internal Controls Policy.

The Board voted 8-0 to accept the changes to the Internal Controls Policy.

- APCO Certified Public Safety Executive (CPE) Program
Congratulations to MPD PSAP Communications Supervisor Deranecque Rogers who recently graduated from APCO's prestigious Certified Public-Safety Executive (CPE) Program. Program instructors include master's and doctoral level professionals in the field of organizational development and leadership who bring a wealth of academic and practical experience to the program.
- Future Projects
A list of future projects was provided to the Board members.
- PSAP Expenses
A graph of expenses for FY21-22 was provided to the Board members.

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:

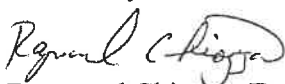
Annual Conferences	Location	Dates
NENA	Louisville, KY	Saturday, June 11 – Thursday, June 16
APCO	Anaheim, California	Saturday, Aug. 6 – Wednesday, Aug. 10
TENA	Murfreesboro, TN	Sunday, Sept. 18 – Wednesday, Sept. 21

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, Executive Director

Director Chiozza concluded his report.

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

The Board voted 8-0 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 Stanton offered a motion to adjourn the meeting.

Director Washington seconded the motion to adjourn the meeting.

The Board voted 8-0 via roll call to adjourn the meeting.

The meeting was adjourned at 9:02 a.m.

Approved by:

ABSENT when approved at 10-06-22 Meeting

Secretary/Treasurer Mendi Shull



Vice-Chair Glen Kneeland

Minutes transcribed by Carmen Tyler, Accounting Manager