

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
October 6, 2022

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on October 6, 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, E. Stanton, Jr., R. Chiozza, S. Robinson, T. Zimmer, C. Ray, H. Truebger, Carmen Tyler

Board Members Present Electronically:

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

Board Members Absent:

M. Shull

Additional Attendees:

S. Lovejoy, Mike Spencer, D Rogers, M. Moody, J. Monie, Sciara Childress, J. Springer, T Schaber.

Review and approval of August 4, 2022, Full Board Minutes

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on August 4, 2022; he then requested a motion to accept the minutes from the full Board meeting.

Director Stanton offered a motion to accept the full board meeting minutes from August 4, 2022.

Director Balee seconded the motion to accept the minutes from the full Board meeting on August 4, 2022.

The Board voted 8-0 via roll call to accept the minutes from the full Board meeting on August 4, 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, 2022, through June 30, 2023, as follows:

- \$ 2.140 million year-to-date revenue,
- \$ 2.630 million total year-to-date expenses,
- \$- .490 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 October 3, 2022, as follows:

- Charles Schwab - Working Capital Investment Fund
\$16.357 million total
- *First Horizon Checking Account*
\$ 7.416 million total
- *Charles Schwab - Reserve Fund Account*
\$22.801 million total

Director Chiozza advised that Charles Schwab documents are included to reflect account information and concluded the financial report.

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

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

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

The Board voted 8-0 to accept the financial report as presented by Director Chiozza.

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. Hopefully by December 2022 the project will go out for bid.
- *New Germantown PSAP Update*
Meetings for the design layout of the space continues. Hopefully by May 2023 the project will go out for bid.
- *New SCSO/SCFD PSAP Update*
On September 1, 2022, Fleming reviewed the soil report from PSI and per phone conversation with Albert and John with PSI, we do not anticipate any major undercut on the site per the boring results. The foundation and paving design recommendations are standard. I have advised Fleming to proceed and finalize the feasibility report and preliminary costs. We hope to get back on track and proceed with an agreement with Shelby County Government for the land the new PSAP is to be built on. A PSI geotechnical engineering report was provided to the Board.
- *Audit for FY21-22*
The audit continues for the past fiscal year FY21-22. A draft copy will be emailed out sometime near end of November for review by the Board. Please advise me right away of any issues during your review.
- *Certified Resolution for Signature Authority*
First Horizon bank resolution for signature authority. The resolution gives signature authority to the following. Trey Carter, Mary Balee, Rex Hollaway, Glen Kneeland and Raymond Chiozza.

Chair Carter requested a motion to approve the resolution and new signature card for the First Horizon Operating bank account.

Director Stanton offered the motion to approve the resolution and new signature card for the First Horizon Operating bank account.

Director Balee seconded the motion to approve the resolution and new signature card for the First Horizon Operating bank account.

The Board voted 8-0 to approve the resolution and new signature card for the First Horizon Operating bank account.

- *NENA CMCP Training Class*

The 9-1-1 District is sponsoring the NENA CMCP class October 10th – October 14th. The class is scheduled for the Memphis Police PSAP Flicker conference room.

NENA’s Center Manager Certification Program (CMCP) is designed to equip recently hired, newly promoted, and aspiring PSAP and 9-1-1 Authority Managers and Supervisors with the tools needed to manage their agency effectively through a rigorous 40-hour course of lecture and lab-based education. For more seasoned 9-1-1 professionals, the CMCP may serve to fill in some of the gaps and strengthen core competencies required in emergency communications center management.

The program serves as an affordable career advancement opportunity to anyone involved in public safety agency management and provides education in subject areas that are critically important to anyone looking to forge a long and successful career path. The CMCP, unlike many other upper-level emergency communications training programs, utilizes a real-world, hands-on approach focused on topics encountered daily by managerial and supervisory personnel.

With a curriculum built by current and former 9-1-1 center managers with decades of combined supervisory and training experience, the program will provide you with knowledge and skills that can immediately and drastically improve your on-the-job effectiveness and enhance your agency’s everyday operations.

This is a 5-day course.

Other Training courses that have been scheduled by Sue Robinson are as follows:

November 2-4, 2022 RapidSOS Vesta Held: MPD Training Room	November 8 & 9, 2022 Doing Time in Dispatch w/Doug Showalter Held: MPD Training Room
January 23 & 24, 2023 The Business of Leadership w/Doug Showalter Held: SCF Training Room C118	February 9, 2023 Renovation Time: Rebuild Your 9-1-1 Foundation w/Tracy Eldridge Held: MPD Training Room
February 10, 2023 DISCover the People-Centered Perspective w/Tracy Eldridge Held: MPD Training Room	March 9, 2023 Renovation Time: Rebuild Your 9-1-1 Foundation w/Tracy Eldridge Held: MPD Training Room
March 10, 2023 DISCover the People-Centered Perspective w/Tracy Eldridge Held: MPD Training Room	March 22-24, 2023 NENA CTO Course (Hosting) Held: MPD Training Room

- *APCO Certified Public Safety Executive Program (CPE)*
Congratulations to MPD PSAP Communications Supervisor Deranecque Rogers who recently graduated from APCO's prestigious Certified Public-Safety Executive (CPE) Program.
- *TENA Distinguished Service Award*
Congratulations to MPD Manager Sean Lovejoy who was presented the award during the 2022 TENA Conference.
- *Future Projects*
A link was provided to the Board of Directors

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:

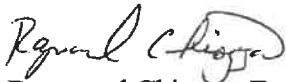
Annual Conferences	Location	Dates
NENA	Louisville, KY	Saturday, June 11 – Thursday, June 16
APCO	Anaheim, California	Saturday, Aug. 6 – Wednesday, Aug. 10
TENA	Murfreesboro, TN	Sunday, Sept. 18 – Wednesday, Sept. 21

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 Stanton 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 8-0 to accept the Directors Report as presented.

Chair Carter asked if there was any old or new business. Chair Carter recognized Sue Robinson for thirty-five years of service to the 9-1-1 District. Additionally, the Chief Clarence Cash Foundation began to assist future firefighters educationally.

Chair Carter 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 8:45 a.m.

Approved by:

A handwritten signature in blue ink, appearing to read "Mendi Shull", is written over a horizontal line.

Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager