

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
December 1, 2022

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on December 1, 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, B. Jones, G. Kneeland, M. Balee, A. Washington, S. Love, M. Shull

Board Members Absent:

E. Stanton, Jr.

Additional Attendees:

S. Lovejoy, Mike Spencer, J. McCord, C. Stinson, J. Lenti, D. Taylor, S. Childress, R. Carter, C. Byars, P. Arnold, K. Kirkwood, K. Chame, J. Springer, K. Johnson, D. Lewis.

Review and approval of October 6, 2022, Full Board Minutes

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on October 6, 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 October 6, 2022.

Director Washington seconded the motion to accept the minutes from the full Board meeting on October 6, 2022.

The Board voted 8-0 via roll call to accept the minutes from the full Board meeting on October 6, 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:

- \$ 6.297 million year-to-date revenue,
- \$ 3.447 million total year-to-date expenses,
- \$ 2.850 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 November 28, 2022, as follows:

- Charles Schwab - Working Capital Investment Fund
\$16.418 million total
- *First Horizon Checking Account*
\$10.717 million total
- *Charles Schwab - Reserve Fund Account*
\$22.886 million total

Director Shull 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 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 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**
December 6, 2022 – Bids will be advertised.
December 15, 2022 – 2 p.m. - Mandatory Pre-Bid Conference @ Bartlett PSAP
January 12, 2022 – Bids Due back by 2:00 p.m. (Shelby County 9-1-1 Admin Offices)

- *New Germantown PSAP Update*
Work continues on the design layout of the space. Hopefully, by May 2023 the project will go out for bid.
- *New SCSO/SCFD PSAP Update*
We are working on getting meetings scheduled soon to discuss the land. Last week Mike Marshall sent back to County legal changes to the agreement.
- *New UPS Systems*
The district recently issued bids for four separate UPS systems to replace the older systems at the Bartlett, Millington, Collierville, and Shelby County Sheriff's Office PSAPs. These UPS systems mainly provide uninterrupted power for the 9-1-1 Vesta machines at these PSAPS. The bid was awarded to Onpoint Tech Systems for four Liebert systems for a total of \$106,056.86.
- *June 30, 2022 "Draft" Audit Review*
Earlier this week Watkins Uiberall provided a DRAFT version of the June 30, 2022, FY21-22 audit. Please look the draft over and if you have any questions please email them back to me. Remember since this office is a component of Shelby County Government our audit has to be submitted timely to the County Government which leaves us little time to review before submittal.

Draft Copy Dated 11-28-22 Shelby County 9-1-1 Audit

- *Tennessee ECD Board – Special Called Meeting*
There was much discussion at the last State of Tennessee Emergency Communications Board meeting related to the funding of 9-1-1 Emergency Communications Districts (ECDs) and how they operate including why some of them have high reserve funds. The State Board decided to hold a special called meeting on December 13, 2022 and advised if anyone wanted to speak they could. I advised State 9-1-1, Director Curtis Sutton, that I would be glad to provide my viewpoint from a large ECD.
- *TECB Section 130 (Excess) Revenue Distribution:*
Tennessee Code Annotated § 7-86-130 states: Any 911 surcharge revenue collected in excess of the annual fiscal requirements of the board and the mandatory every two (2) months payments to emergency communications districts shall not revert to the general fund. The board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the emergency communications districts in accordance with policies adopted by the board. The TECB voted to provide 100% of Section 130 (excess) funds to the districts. This equates to an additional \$1,609,841.00 in revenue for the Shelby County 9-1-1 Emergency Communications District. The district received these funds via ACH Transfer on November 8, 2022. *(If/ when the state increases its expenditure authority an additional 17.5 percent or so should be distributed.)*

We also received our Controller subsidy funds due to our ECD having and maintaining our own 9-1-1 controllers. The State TECB provides a reimbursement, and we received a total of \$408,000. The district received these funds via ACH Transfer on November 8, 2022.

FY2022 Section 130 Fund Distribution – All Counties November 2022

Director Chiozza requested a motion to accept the additional funding and amend our FY22-23 budget, revenue line #3020 TCA Section 7-86-130 Receipts (section 130)” to show the amount displayed as \$2,017,841.00 instead of the current \$1,208,626.

Director Kramer offered a motion to accept the additional funding and amend our FY22-23 budget, revenue line #3020 TCA Section 7-86-130 Receipts (section 130)” to show the amount displayed as \$2,017,841.00 instead of the current \$1,208,626.

Director Balee seconded the motion to accept the additional funding and amend our FY22-23 budget, revenue line #3020 TCA Section 7-86-130 Receipts (section 130)” to show the amount displayed as \$2,017,841.00 instead of the current \$1,208,626.

The Board voted 8-0 to accept the additional funding and amend our FY22-23 budget, revenue line #3020 TCA Section 7-86-130 Receipts (section 130)” to show the amount displayed as \$2,017,841.00 instead of the current \$1,208,626.

- Budget Line #4405:

Funding for line item 4405 which is used to pay for PSAP personnel memberships for APCO and NENA, etc., was left out of this year’s budget. I am requesting a motion to amend the FY22-23 budget line 4405 – Dues and memberships adding the amount of \$16,000.00.

Director Hollaway offered a motion to amend the FY22-23 budget line 4405 – Dues and memberships adding the amount of \$16,000.00.

Director Kneeland seconded the motion to amend the FY22-23 budget line 4405 – Dues and memberships adding the amount of \$16,000.00.

The Board voted 8-0 to amend the FY22-23 budget line 4405 – Dues and memberships adding the amount of \$16,000.00.



NENA’s Center Manager Certification Program (CMCP)

The following personnel took the NENA CMCP class the Shelby County 9-1-1 District sponsored October 10th – 14th and successfully passed. We want to extend our congratulations to each of them and present them with a plaque from our board of directors on their continued advancement in their careers.

1. Kelly Chame, Bartlett Police
2. Jeremy Springer, Bartlett Police
3. Charles Byars, Collierville Police
4. Jessica Lenti, Germantown Police PSAP
5. Charlean Stinson, Germantown Police PSAP
6. Georgia Holmes, Memphis Fire
7. Vicky Partee, Memphis Fire
8. Detra Tate, Memphis Fire
9. Gerald Wilks, Memphis Fire
10. Karonda Kirkwood, Memphis Police
11. Jesse McCord, Memphis Police
12. Keshia Johnson, Shelby County Fire
13. Gwen Morrison, Shelby County Sheriff’s Office

Sue Robinson is working on scheduling another CMCP training class for 2023.

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

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

- Motorola 9-1-1 Workstation & Server Refresh for MPD A & B Servers:
We are starting to refresh the hardware in our PSAPs. This is done about every 5 years as maintenance contracts on the computer workstations expire after 5 years. We are beginning with the Memphis Police & Fire PSAP as theirs expired this past May. Below is the cost estimate.

Director Chiozza requested a motion to amend our FY22-23 budget in the amount of \$1,323,015.02 plus a 15% contingency in the amount of \$198,452.25 for a total amendment of \$1,521,465.27 in budget Line #1308 Communications Equipment.

MEMPHIS POLICE A and B PSAPS			
Motorola Vesta 9-1-1 Workstation & Server Refresh			
Hardware Refresh			\$999,999.00
Cybersecurity	4 Years		\$290,715.00
<u>Optional Items</u>			
Real-Time Control			\$21,600.36
Extension Cables			\$10,700.66
		Total ----->	\$1,323,015.02
		15% Contingency ----->	\$198,452.25
		GRAND TOTAL ----->	\$1,521,467.27

Director Kneeland asked what items are included in the refresh. Director Chiozza responded the hardware includes computers, monitors, servers, and switches. Over the next several months we will be obtaining a cost estimate for a hardware refresh for the remaining PSAPs in our District and will present a recommendation on those to the board. Director Kramer clarified that the equipment would be considered new as opposed to refreshed. Director confirmed the contract would include pricing consideration for the disposal of the old equipment as well as the installation of the new equipment.

Chair Carter requested a motion to amend the FY22-23 budget in the amount of \$1,323,015.02 plus a 15% contingency in the amount of \$198,452.25 for a total amendment of \$1,521,465.27 in the FY22-23 budget Line #1308 Communications Equipment.

Director Kramer offered the motion to amend the FY22-23 budget in the amount of \$1,323,015.02 plus a 15% contingency in the amount of \$198,452.25 for a total amendment of \$1,521,465.27 in the FY22-23 budget Line #1308 Communications Equipment.

Director Love seconded the motion to amend the FY22-23 budget in the amount of \$1,323,015.02 plus a 15% contingency in the amount of \$198,452.25 for a total amendment of \$1,521,465.27 in the FY22-23 budget Line #1308 Communications Equipment.

The Board voted 9-0 to amend the FY22-23 budget in the amount of \$1,323,015.02 plus a 15% contingency in the amount of \$198,452.25 for a total amendment of \$1,521,465.27 in the FY22-23 budget Line #1308 Communications Equipment.

Future Projects

A link was provided to the Board of Directors.

2023 Board Meeting Dates and Conference Dates:

The following dates in 2023 are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. The dates for the 2023 conferences are also shown.

Executive Committee Meetings Dates & Times	9-1-1 Board Meetings Dates & Times
Friday, January 20, 2023, 8:30 a.m.	Thursday, February 2, 2023, 8:30 a.m.
Friday, March 24, 2023, 8:30 a.m.	Thursday, April 6, 2023, 8:30 a.m.
Friday, May 19, 2023, 8:30 a.m.	Thursday, June 1, 2023, 8:30 a.m.
Friday, July 21, 2023, 8:30 a.m.	Thursday, August 3, 2023, 8:30 a.m.
Friday, September 22, 2023, 8:30 a.m.	Thursday, October 5, 2023, 8:30 a.m.
Friday, November 17, 2023, 8:30 a.m.	Thursday, December 7, 2023, 8:30 a.m.

Conferences for 2023:

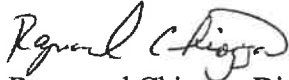
Annual Conferences	Location	Dates
NENA	Grapevine, TX	Saturday, June 17 – Thursday, June 22
APCO	Nashville, TN	Saturday, Aug. 5 – Thursday, Aug. 10
TENA	Murfreesboro, TN	Sunday, Sept. 24 – Wednesday, Sept. 27

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
Motorola Users Conference
ESRI Users Conference
FirstNet Association

Sincerely,



Raymond Chiozza, Director
Shelby County Emergency Communications 9-1-1 District
(901) 380-3900
email: rchiozza@shelbycounty911.org

Director Chiozza concluded his report.

Chair Carter requested a motion to accept the Directors report as presented.

Director Kneeland offered the motion to accept the Directors report as presented.

Director Balee seconded the motion to accept the Directors 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 Balee offered a motion to adjourn the meeting.

Director Love seconded the motion to adjourn the meeting.

The Board voted 9-0 via roll call to adjourn the meeting.

The meeting was adjourned at 8:57 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