

**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**February 2, 2023**

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on February 2, 2023, 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 Present Electronically:**

P. Carter III, R. Hollaway, B. Kramer, G. Kneeland, M. Balee, A. Washington, M. Shull, E. Stanton, Jr.

**Board Members Absent:**

B. Jones, S. Love

**Review and approval of December 1, 2022, Full Board Minutes**

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on December 1, 2022; he then requested a motion to accept the minutes from the full Board meeting.

Director Kramer offered a motion to accept the minutes from the full Board meeting on December 1, 2022.

Director Washington seconded the motion to accept the minutes from the full Board meeting on December 1, 2022.

The Board voted 7-0 via roll call to accept the minutes from the full Board meeting on December 1, 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:

- \$ 9.991 million year-to-date revenue,
- \$ 4.514 million total year-to-date expenses,
- \$ 5.477 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 January 30, 2023, as follows:

- Charles Schwab - Working Capital Investment Fund  
\$16.550 million
- *First Horizon Checking Account*  
\$8.618 million
- *Charles Schwab - Reserve Fund Account*  
\$26.079 million total

Director Chiozza advised that the Charles Schwab and Highland Capital 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 Hollaway offered a motion to accept the financial report as presented by Director Chiozza.

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

The Board voted 7-0 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:

### **June 30, 2022, Audit Review**

The June 30, 2022, the final audit was been completed and each board member was emailed a copy of the audit. Additional documents included are the management letter and governance letter. We have a representative from Watkins Uiberall to provide a brief overview and answer any questions.

Alex VanGilder presented the financial highlights and issued a clean, unmodified opinion with no findings and non-compliance.

### **New Bartlett PSAP Update:**

Construction bids for the new Bartlett PSAP were turned in on January 12, 2022, at the Shelby County 9-1-1 Admin Offices.

Representatives from Fleming Architects presented an overview of the bidding process and recommended Barnes & Brower as the general contractor.

### **Bartlett PSAP Construction Bid Tab Summary**

Contractor Name	Base Bid	Other Notations W/BME
Nickson General Contractors	\$8,500,000.00	
Barnes & Brower	\$8,817,207.00	30.170%
Standard Builders	\$8,950,000.00	9.600%
Zellner Construction	\$9,710,000.00	32.937%
TriCore Builders	\$9,849,900.00	31.750%
A&B Construction Co	\$10,571,990.00	30.000%

Chair Carter requested a motion to accept the recommendation of Fleming Architects to select Barnes & Brower as the general contractor for the Bartlett construction project.

Director Balee offered the motion to accept the recommendation of Fleming Architects to select Barnes & Brower as the general contractor for the Bartlett construction project.

Director Hollaway seconded the motion to accept the recommendation of Fleming Architects to select Barnes & Brower as the general contractor for the Bartlett construction project.

The board voted 7-0 to accept the recommendation of Fleming Architects to select Barnes & Brower as the general contractor for the Bartlett construction project.

*New Bartlett PSAP Costs:*

Updated costs using the bid from Barnes and Brower, Inc. were provided to the board. Previous funds approved by the Board were \$11,437,736. The selected bid is \$368,537 more than what has been approved by the board. I am asking for a motion to add the additional funds of \$368,537 to FY22-23 budget line #4399 Other Building and Facility Costs. The total project budget for the new Bartlett PSAP will be set at \$11,806,273.

Chair Carter offered a motion to amend the budget adding \$368,537 additional funding for the Bartlett PSAP construction costs.

Director Hollaway seconded the motion to amend the budget adding \$368,537 additional funding for the Bartlett PSAP construction costs.

The board voted 7-0 to amend the budget adding \$368,537 additional funding for the Bartlett PSAP construction costs.

*New Germantown PSAP Update*

Work continues on the design layout of the space. The project was originally scheduled to go out for bid by May 2023, however, there may be a delay of two months to accommodate various city departments regarding different designs and parking.

*New SCSO/SCFD PSAP Update*

On November 28, 2023, legal counsel Mike Marshal emailed two county attorneys with his revisions to the land agreement.

*TN Emergency Communications Board – Special Called Meeting:*

The December 13, 2022 special called meeting of the State TECB was canceled and will be rescheduled for a later date in May 2023.

*401k Plan Adoption Through the State of Tennessee Treasury Department*

The State of Tennessee *Treasury Department / Retire Ready* offers a 401k plan the Shelby County district may participate in. I am requesting the board adopt a resolution. to offer staff members the 401k plan. The Executive Committee / Finance Committee voted to support the offering of the plan to the full board with a matching contribution recommendation of *up to 3% of an employee's salary.* If the board approves, the current budget will be amended for six months' worth of matching funds to budget line #4007 401k Employer Funding. Additional information was provided to the board of other ECDs with matching and non-matching contributions as well as a resolution data sheet and the resolution to adopt the state of Tennessee 401k Plan.

Director Carter agreed this would provide the District a competitive edge for future employees as well as a great retention tool for current staff members.

Director Stanton, Jr. offered a motion to adopt the 401k plan offered by the state of Tennessee that includes up to 3% of an employee's annual salary.

Director Washington seconded the motion to adopt the 401k plan offered by the state of Tennessee that includes up to 3% of an employee's annual salary.

The board voted 7-0 to adopt the 401k plan offered by the state of Tennessee that includes up to 3% of an employee's annual salary

*9-1-1 Workstation & Server Refresh:*

During the December 2022 board meeting, we presented the costs for refreshing the MPD & MFD PSAPs Motorola Vesta equipment. We have now received the costs to refresh the hardware in the remaining PSAPs. This is done about every 5 years as maintenance contracts on the computer workstations & servers expire. A cost estimate for the remaining PSAPs, (Bartlett, Collierville, Germantown, Millington, Shelby County Fire, Shelby County Sheriff's Office PSAPs) was provided to the Board.

I am requesting a motion to amend our FY22-23 budget in the amount of \$2,309,199.25 plus a 15% contingency in the amount of \$346,379.89 for a total amendment of \$2,655,579.14 in budget Line #1308 Communications Equipment.

Director Kneeland recused himself from the vote.

Director Kramer offered a motion to amend our FY22-23 budget in the amount of \$2,309,199.25 plus a 15% contingency in the amount of \$346,379.89 for a total amendment of \$2,655,579.14 in budget Line #1308 Communications Equipment.

Director Carter seconded the motion to amend our FY22-23 budget in the amount of \$2,309,199.25 plus a 15% contingency in the amount of \$346,379.89 for a total amendment of \$2,655,579.14 in budget Line #1308 Communications Equipment.

The Board voted 6-0 to amend our FY22-23 budget in the amount of \$2,309,199.25 plus a 15% contingency in the amount of \$346,379.89 for a total amendment of \$2,655,579.14 in budget Line #1308 Communications Equipment.

Scheduled Training Courses:

<b>January 23 &amp; 24, 2023</b> The Business of Leadership w/Doug Showalter Held: SCF Training Room C118	<b>February 9, 2023</b> Renovation Time: Rebuild Your 9-1-1 Foundation w/Tracy Eldridge Held: MPD Training Room
<b>February 10, 2023</b> DISCover the People-Centered Perspective w/Tracy Eldridge Held: MPD Training Room	<b>March 9, 2023</b> Renovation Time: Rebuild Your 9-1-1 Foundation w/Tracy Eldridge Held: MPD Training Room
<b>March 10, 2023</b> DISCover the People-Centered Perspective w/Tracy Eldridge Held: MPD Training Room	<b>March 22-24, 2023</b> NENA CTO Course (Hosting) Held: MPD Training Room
<b>July 10 &amp; 21 2023</b> A Victim's Plea; Meeting Expectations Nathan Lee Held:	

Future Projects:

A list of future projects was provided to the board.

## **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.

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

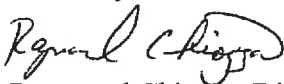
<b>Annual Conferences</b>	<b>Location</b>	<b>Dates</b>
NENA	Grapevine, TX	Saturday, June 17 – Thursday, June 22
APCO	Nashville, TN	Saturday, Aug. 5 – Thursday, Aug. 10
TENA	Murfreesboro, TN	Sunday, Sept. 24 – Wednesday, Sept. 27

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](mailto:rchiozza@shelbycounty911.org)

Director Chiozza concluded his report.

Chair Carter requested a motion to accept the Director's report as presented.

Director Kramer offered the 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 7-0 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 Kramer seconded the motion to adjourn the meeting.

The Board voted 7-0 via roll call to adjourn the meeting.

The meeting was adjourned at 9:17 a.m.

Approved by:

  
Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager