

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT

Board of Directors Meeting Minutes

April 6, 2023

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on April 6, 2023, 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 Present In-Person:

P. Carter III, R. Hollaway

Board Members Present Electronically:

B. Kramer, G. Kneeland, A. Washington, M. Shull, E. Stanton, Jr., B. Jones.

Board Members Absent:

S. Love

Staff Present: R. Chiozza, C. Tyler, C. Ray, S. Robinson, T. Collier.

Additional Attendees:

J. Balee, Mary Balee, J. Kellum, S. Lovejoy, D. Taylor, S. Childress, M. Balee, J. Springer, Eric Leppanen,

Recognition of Mary Balee:

The board recognized Mary Balee who recently resigned, for her service on the Board of Directors.

Recognition of Tina Schaber:

The board recognized Tina Schaber who recently retired from the Bartlett Police Department, for her years of service.

Election of Officers:

There were no nominations from the floor for Chair, Vice-Chair, and Secretary-Treasurer from April 2023 to February 2025. Each officer agreed to serve the additional term. The Board voted 8-0 to accept the current officers to serve for the two year term.

Introduction of New Employee:

Chair Carter introduced and welcomed Trent Collier II, the District's newest employee in the capacity of Network Systems Engineer.

Review and approval of February 2, 2023, Full Board Minutes:

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on February 2, 2023; he then requested a motion to accept the minutes from the full Board meeting.

Director Washington offered a motion to accept the minutes from the full Board meeting on February 2, 2023.

Director Kneeland seconded the motion to accept the minutes from the full Board meeting on February 2, 2023.

The Board voted 8-0 via roll call to accept the minutes from the full Board meeting on February 2, 2023.

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:

- \$ 10.576 million year-to-date revenue,
- \$ 5.757 million total year-to-date expenses,
- \$ 4.819 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 April 3, 2023, as follows:

- Charles Schwab - Working Capital Investment Fund
\$16.538 million
- *First Horizon Checking Account*
\$9.666 million
- *Charles Schwab - Reserve Fund Account*
\$26.221 million total

Director Shull 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 Shull.

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

Director Stanton 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:

Internal Controls Manual:

We have updated the District's Internal Controls manual. A section was added on ACH payments that are used by the District. The ACH section is on page 5 of the manual. I am requesting a motion from the board that this addition be approved in the manual. ACH is an acronym for Automated Clearing House, which is a form of electronic payment available in the United States that allows for the transfer of funds between participating financial institutions. These payments are sometimes called "direct payments" and are generally considered to be one of the most secure forms of payment available today. As technology continues to improve, ACH payments to vendors are a prudent way to add security to our bill-paying process, enhance communication with vendors, and increase efficiency.

Additionally, in preparation for natural disasters and unforeseen emergencies, processing ACH payments provides the district with the uninterrupted ability to remotely continue the day-to-day financial obligations. ACH payments will be recorded in a fiscal year log for record-keeping purposes. The two-signature check requirement will be maintained in the following manner:

- a. The Executive Director's approval for invoice payment will serve as the first signature and,
- b. An ACH approval stamp signed by an authorized check signer will suffice as the second signature.

We currently process our Nationwide Contributions as ACH payments. A link to the internal controls Manual was provided to the Board.

Chair Carter requested a motion to amend the Internal Controls Policy.

Director Hollaway offered a motion to amend the Internal Controls Policy.

Director Stanton seconded the motion to amend the Internal Controls Policy.

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

New Bartlett PSAP Update:

Construction bids for the new Bartlett PSAP were turned in on January 12, 2023, by 2:00 p.m. at the Shelby County 9-1-1 Admin Offices. In a recent discussion with Kari at Fleming, the supply chain is improving and the contractor advised this will be about a 14-month build from groundbreaking. We estimate a completion date of approximately spring/summer 2024.

New Germantown PSAP Update:

Inspector Don Taylor with the Germantown PSAP advises many internal meetings have been held with City officials on the layout of the building and parking lot. At this time, we believe they have reached an agreement. We will know more soon as they continue to work with Fleming Associates on the construction plan. Kari with Fleming advises they must meet with three boards on the project. Depending on when they get in front of these boards we estimate August – September 2023 for construction bids to go out.

New SCSO/SCFD PSAP Update:

On February 16th, 2023 legal counsel Mike Marshal advised we may have a deal on an agreement with the Shelby County Government for the land to build a new PSAP for the Shelby County Sheriff's Office and Shelby County Fire Department.

Budget Line-Item Transfer:

I am requesting a motion for a line-item transfer of \$96,000 from budget line #4204 (Accounting / Bookkeeping Services) to budget line # 4246 (Supplies & Materials - Administrative).

Director Kramer offered a motion to approve the line-item transfer of \$96,000 from budget line #4204 (Accounting / Bookkeeping Services) to budget line # 4246 (Supplies & Materials - Administrative).

Director Washington seconded the motion to approve the line-item transfer of \$96,000 from budget line #4204 (Accounting / Bookkeeping Services) to budget line # 4246 (Supplies & Materials - Administrative).

The Board voted 8-0 to approve the line-item transfer of \$96,000 from budget line #4204 (Accounting / Bookkeeping Services) to budget line # 4246 (Supplies & Materials - Administrative).

First Reading of the Proposed FY23-24 Budget:

Director Chiozza provided a copy of the first reading of the proposed FY23-24 Budget for discussion. The second reading will take place at the June board meeting. He requested a motion to accept the first reading of the FY23-24 budget.

Director Stanton offered a motion to accept the first reading of the FY23-24 budget.

Director Hollaway seconded the motion to accept the first reading of the FY23-24 budget.

The Board voted 8-0 to accept the first reading of the FY23-24 budget.

Direct Dispatch Bill SB0664 by Gardenhire and HB 0579 by Bricken:

This bill was taken off notice on March 21, 2023, by Senator Gardenhire. I am sure it will be revisited next year.

BILL SUMMARY

This bill adds emergency call takers and public safety dispatchers to the types of first responder occupations for which the state insurance committee or a local government may offer or continue to provide health insurance benefits to the surviving spouse and children, including any unborn child, if the first responder is killed in the line of duty for a period not to exceed two years after the death of the first responder.

This bill also revises and adds to the provisions governing emergency communication districts (ECD), as follows:

(1) Under present law, the board of directors of a district must create an emergency communications service capable of utilizing at least one of the following three methods in response to emergency calls: direct dispatch method, relay method, or transfer method. This bill applies the present law provision to non-emergency calls and requires, prior to January 1, 2024, the ECD to utilize the direct dispatch method in response to emergency calls; this revision will not apply to a district where the total number of dispatchers employed by all public safety answering points in the district total more than 300 employees until January 1, 2025;

(2) ***Under present law***, each public safety emergency services provider retains the right to dispatch its own services, unless a voluntary agreement is made between the provider and the board of directors of the ECD. This bill specifies that such provider retains the right to dispatch its own "non-emergency services" unless voluntarily agreed upon between provider and board of directors;

(3) Under present law, a service supplier is not required to provide 911 service if the equipment for such service is not available. This bill specifies that a service supplier is not required to provide 911 "non-emergency service" if equipment for such is not available; and

(4) This bill requires that all emergency 911 calls, with the exception of misrouted calls, be dispatched by the initial public service answering point without being transferred and provides the dispatcher with discretion to transfer non-emergency calls via attended transfer. This bill provides that after the emergency call is direct dispatched, the emergency call may be transferred via attended transfer. Under this bill, districts and public safety answering points that do not dispatch ambulances may direct dispatch another medical first responder to respond and stand by until an ambulance arrives on scene. This bill defines "attended transfer" as the transfer of a telephone call received by a dispatcher where, before actually transferring the call to the end destination or third party for further assistance, the call is not put on hold and another call is initiated by the dispatcher to confirm that the end destination or third party is prepared to take the call so that the two calls can be merged together.

Training courses scheduled by the Shelby County 9-1-1 Emergency Communications District via Sue Robinson are as follows:

March 22-24, 2023 NENA CTO Course (Hosting) Held: MPD Training Room	July 10 & 21 2023 A Victim's Plea; Meeting Expectations Nathan Lee Held:
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Future Projects:

A list of future projects was provided to the Board for review.

Director Chiozza concluded his report.

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

Director Jones offered a motion to accept the Directors Report as presented.

Director Shull seconded the motion to accept the Directors Report as presented.

The Board voted 8-0 to accept the Directors Report as presented.

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.

2023 Conferences:

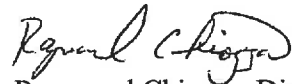
Annual Conferences	Location	Dates
NENA	Grapevine, TX	Saturday, June 17 – Thursday, June 22
APCO	Nashville, TN	Saturday, Aug. 5 – Thursday, Aug. 10
TENA	Murfreesboro, TN	Sunday, Sept. 24 – Wednesday, Sept. 27

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

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 Carter seconded the motion to adjourn the meeting.

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

The meeting was adjourned at 9:07 a.m.

Approved by:

A handwritten signature in cursive script, appearing to read "Mendi Shull", written in dark ink over a horizontal line.

Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager