

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
June 1, 2023

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on June 1, 2023, by electronic means per TCA 8-44-108.

Public Hearing:

Chair Carter began by calling to order the public hearing at 8:36 a.m. for the proposed FY23-23 budget. Hearing no comments the hearing was closed.

Call to Order

The meeting was called to order by Chair Carter at 8:37 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, Mendi Shull

Board Members Present Electronically:

B. Kramer, A. Washington, E. Stanton, Jr., B. Jones.

Board Members Absent:

S. Love

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

Additional Attendees:

W Green, M. Moody, M. Spencer, T. Chism, Don Taylor, R. Stanback, J. Manie S. Childress, R Bailey, E. Leppenhan, J. Springer.

Review and approval of April 6, 2023, Full Board Minutes:

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on April 6, 2023; he then requested a motion to accept the minutes from the full Board meeting.

Director Shull offered a motion to accept the minutes from the full Board meeting on April 6, 2023.

Director Washington seconded the motion to accept the minutes from the full Board meeting on April 6, 2023.

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

- \$ 12.716 million year-to-date revenue,
- \$ 9.319 million total year-to-date expenses,
- \$ 3.397 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 30, 2023, as follows:

- Charles Schwab - Working Capital Investment Fund
\$16.656 million
- *First Horizon Checking Account*
\$ 8.377 million
- *Charles Schwab - Reserve Fund Account*
\$26.303 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 6-0 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:

The groundbreaking event was held on May 16, 2023, for the new Bartlett PSAP.

New Germantown PSAP Update:

Inspector Don Taylor advises many internal meetings have been held with City officials on the layout of the building and parking lot. Depending on when Fleming finishes presenting to all the various committees, we estimate possibly an August – September time frame for construction bids to go out. Inspector Taylor advised a meeting is scheduled for June 6, 2023, with the county commission.

New SCSO/SCFD PSAP Update:

A Temporary Construction Easement was signed on May 11, 2023, and an Agreement by and between Shelby County Government and Shelby County Emergency Communications District for the development and subsequent disposition of the new PSAP. A Board of Commissioners committee meeting voted 8-0 to approve moving forward with the project and is expected to be presented before the full board on June 5, 2023. Once a signed copy from County Mayor Harris is received, Fleming will continue with the design review.

Personnel Committee Recommendations:

The Personnel Committee met on May 1, 2023, and reviewed the personnel salaries. After discussions, the committee recommended a cost-of-living increase of 5% across the board to the Executive Committee. Additionally, the Accounting Manager's position will include \$2,000 over the 5%. The Executive Committee also recommended the new Network Systems Engineer obtain the 5% increase after his 12 months of employment are completed on March 20, 2024. The salary for the Network Systems Engineer position after completing one year was originally set at \$136,500 annually. Adding the 5% increase the annual salary will be \$143,325 beginning March 20, 2024.

Director Washington inquired as to how the 5% salary was determined as his thoughts were the percentage was low.

Chair Carter explained the committee was provided a document reflecting low, medium, and high percentages for consideration as well as the consumer price index. The executive committee determined the 5% salary increase.

Director Hollaway added that the salaries were increased a considerable amount in the previous year to meet competition in the industry and 5% was a reasonable medium.

Director Stanton received confirmation there are currently six employees and one vacancy.

Chair Carter requested a motion to approve the FY23-24 salaries as presented.
Director Shull offered the motion to approve the FY23-24 salaries as presented.

Director Washington seconded the motion to approve the FY23-24 salaries as presented.

The board voted 6-0 to approve the FY23-24 salaries as presented.

TECB Reimbursement Program for Cybersecurity:

The State Board discussed a program to use additional revenue from interest earned to fund the cybersecurity reimbursement program where the TECB would reimburse 75% of the cost at the May 3, 2023, TECB meeting. Our ECD would be reimbursed up to \$100,000. After July 1, 2023, we will apply if the program is established as we have several cybersecurity measures in place including firewalls and cybersecurity with Motorola and our Vesta Call Handling system.

Distribution of Additional Section 130 Funds:

The TECB received approval to distribute the remainder of Section 130 funds (excess Revenue). We should receive our distribution of \$283,365 to coincide with our June base funding and surcharge subsidy payments.

Director Chiozza requested a motion to accept the additional funding to be credited to budget line item #3020.

Director Kramer offered the motion to accept the additional funding to be credited to budget line item #3020.

Director Shull seconded the motion to accept the additional funding to be credited to budget line item #3020.

The board voted 6-0 to accept the additional funding to be credited to budget line item #3020.

Budget Line-item Transfers:

Director Chiozza requested a motion to transfer \$10,000 from budget line #4338 Insurance – Building and Contents to Budget Line # 4253 Vehicle Expenses – Admin (Insurance), and a motion to transfer \$40,000 from Budget Line #4418 to Budget Line #4430-Language Interpreting.

Director Kramer offered the motion to approve the line-item transfers as requested.

Director Shull seconded the motion to approve the line-item transfers as requested.

The board voted 6-0 to approve the line-item transfers as requested.

Second Reading of Proposed FY23-24 Budget:

The second reading of the proposed FY23-24 budget was presented to the full board for approval.

Director Stanton offered a motion to accept the FY23-24 budget as presented.

Director Washington seconded the motion to accept the FY23-24 budget as presented.

The Board voted 6-0 to accept the FY23-24 budget as presented.

Training Courses:

Director Chiozza provided a list of scheduled upcoming training classes.

Future Projects:

Director Chiozza provided a list of future projects.

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

Director Chiozza concluded his report.

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

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

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

The Board voted 6-0 to accept the Directors Report as presented.

Chair Carter asked if there was any old business. Hearing none he asked if there was any new business.

The district acknowledged the retirement of Manager Melanie Moody from the City of Memphis Fire Department. Her successor, Michael Spencer acknowledged her years of service and Manager Moody thanked the City of Memphis for assisting the Fire Department in coordinating a smooth transition by filling the position several months before her retirement date.

Chair Carter requested a motion to adjourn the meeting.

Director Hollaway offered a motion to adjourn the meeting.

Director Shull seconded the motion to adjourn the meeting.

The board voted 6-0 to adjourn the meeting at 9:02 a.m.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager