

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
August 3, 2023

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on August 3, 2023, by electronic means per TCA 8-44-108.

Call to Order

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 In-Person:

P. Carter III, R. Hollaway, A. Washington, E. Stanton, Jr.

Board Members Present Electronically:

B. Kramer, G. Kneeland

Board Members Excused:

M. Shull

Board Members Absent:

B. Jones

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

Additional Attendees:

M. Spencer, C. Wilson, R. Stanback, Don Taylor, S. Childress, D. Edwards, Ingre Calvin, R. Bailey, Shirley Boyland, Eric Leppanan, Jerry Springer, Kari Conrad.

Review and approval of June 1, 2023, Full Board Minutes:

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on June 1, 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 June 1, 2023.

Director Stanton seconded the motion to accept the minutes from the full Board meeting on June 1, 2023.

The Board voted 5-0 via roll call to accept the minutes from the full Board meeting on June 1, 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 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:

- \$ 15.139 million year-to-date revenue,
- \$ 12.104 million total year-to-date expenses,
- \$ 3.035 million total year-to-date income.

Director Chiozza presented a review of the current fiscal year revenue and expenses for the period July 1, 2023, through June 30, 2024, as follows:

- \$ 0.000 million year-to-date revenue,
- \$ 674 thousand total year-to-date expenses,
- \$ -674 thousand 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*
\$16.851 million
- *First Horizon Checking Account*
\$ 7.340 million
- *Charles Schwab - Reserve Fund Account*
\$26.529 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 Chiozza.

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

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

The Board voted 5-0 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:

Removal of Board Member:

Director Chiozza reminded everyone of TCA 7-86-314 outlining the terms for removal from office for unexcused absences.

New Bartlett PSAP Update:

Work continues at the Bartlett PSAP according to schedule. Construction should be completed sometime in May 2024.

New PSAP Recommendations:

Due to the following, Director Chiozza recommended slowing the new projects down to give the District time to save funds for the project and ensure the legislature does not change the funding model:

- *The speed of the building projects,*
- *The cost of the Germantown PSAP,*
- *The district is not allowed to issue debt to finance projects.*

Board Committee Assignments:

The following agreed and were assigned to committees for a two-year term:

- **Executive Committee:**
Trey Carter-**Chair**, Glen Kneeland-**Vice Chair**, Mendi Shull-**Secretary Treasurer**
- **Building Committee:**
Rex Hollaway-**Chair**, Bruce Kramer, Ed Stanton Jr.
- **Finance Committee:** (Automatically comprised of Executive Committee)
Trey Carter-**Chair**, Glenn Kneeland, Mendi Shull
- **Personnel Committee:**
Glen Kneeland-**Chair** (*Vice Chair automatic*), Bruce Kramer, Alfred Washington
- **Public Education Committee**
Mendi Shull, Brenda Jones.

APCO Conference Reminder:

The APCO Conference will be held in Nashville, TN from August 5, 2023 through August 9, 2023.

Budget Line-item Transfers:

Director Chiozza requested a motion for line-item transfers for the FY22-23 budget for the following:

- Transfer \$10,000 from line 4432 Maintenance / Repair-Communications Equipment to Line #4430 Language Interpreting
- Transfer \$1.00 from line 4006.2 to line # 4001
- Transfer \$1.00 from line 4006.2 to line # 4002.1.

Director Kramer offered a motion to accept the three line-item transfers.

Director Hollaway seconded the motion to accept the three line-item transfers.

The Board voted 5-0 to accept the three line-item transfers.

Personnel Committee:

The Personnel Committee was notified that GIS Director Timothy Zimmer returned from the ESRI GIS Conference and possibly has a candidate for our GIS Engineer's position. We hope to conduct an interview in the near future.

Annual Audit:

The annual audit is scheduled to begin September 7, 2023.

Director Chiozza concluded his report.

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

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

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

The Board voted 5-0 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.


Chair Carter requested a motion to adjourn the meeting.

Director Hollaway offered a motion to adjourn the meeting.

Director Stanton seconded the motion to adjourn the meeting.

The Board voted 5-0 to adjourn the meeting at 8:37 a.m.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager