

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
December 7, 2023

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on December 7, 2023, in person and by electronic means per TCA 8-44-108.

Call to Order

The meeting was called to order by Chair Carter at 8:31 a.m. as he began a roll call of the Board members. Finding a quorum present, the meeting commenced. Chair Carter welcomed the new Board member, Brian Harris and the District's newest employee, Bruno Blanco Porras. He then congratulated Chief Glen Kneeland on his retirement announcement from the Shelby County Fire Department after thirty-five years of service.

Board Members Present In-Person:

P. Carter III, R. Hollaway

Board Members Present Electronically:

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

Board Members Absent:

B. Harris

Staff Present: R. Chiozza, T. Collier, B. Blanco Porras, C. Ray, C. Tyler, T. Zimmer

Additional Attendees:

S. Lovejoy, M. Spencer, W. Green, R. Stanback, D. Taylor, S. Childress, J. Monie, R. Stanback J. Springer.

Review and approval of October 5, 2023, Full Board Minutes:

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on October 5, 2023; he then requested a motion to accept the minutes from the full Board meeting.

Director Hollaway offered a motion to accept the minutes from the full Board meeting on October 5, 2023.

Director Washington seconded the motion to accept the minutes from the full Board meeting on October 5, 2023.

The Board voted 7-0 via roll call to accept the minutes from the full Board meeting on October 5, 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, 2023, through June 30, 2024, as follows:

- \$ 6.791 million year-to-date revenue,
- \$ 7.426 million total year-to-date expenses,
- \$ -635 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 December 4, 2023, as follows:

- *Charles Schwab - Working Capital Investment Fund*
\$10.126 million
- *First Horizon Checking Account*
\$ 3.425 million
- *Charles Schwab - Reserve Fund Account*
\$38.892 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 Kramer offered a motion to accept the financial report as presented by Director Shull.

Director Washington seconded the motion to accept the financial report as presented by Director Shull.

The Board voted 7-0 to accept the financial report as presented by Director Shull.

Building Committee Recommendation

The Building Committee met on November 21, 2023, to discuss the upcoming construction projects for the Germantown, Shelby County Sheriff's Office, and Shelby County Fire PSAP's. The committee is recommending the district postpone construction on a new PSAP until the Bartlett project is completed. This will provide more opportunity for Four Front Design to streamline costs as well as examine the potential upcoming changes in funding from the State of Tennessee.

The committee presented their recommendations to the Executive Committee on November 21, 2023, deciding to revisit PSAP construction in four to five months.

A brief discussion amongst the full board took place concerning the procedures of the state finance committee, state board and the state legislature regarding funding. The District board agreed to revisit their concerns later in 2024.

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

Work continues at the new Bartlett PSAP. We are still hoping for a August 2024 Grand Opening.

Meeting with District's Lobbyist

On November 7, 2023, I along with general counsel Mike Marshall virtually met with our lobbyist Brad Lampley to discuss the funding issues that will be discussed in the next few months.

On November 15, 2023 the TECB Financial Committee met to discuss funding issues. Some of the items discussed were whether the statute allows consideration for the following:

- a. Separating call taking from dispatching,
- b. District dispatching,
- c. Population changes,
- d. Call volume comparison to call population, and local support/contribution.

TECB Section 130 (Excess) Revenue Distribution

Tennessee Code Annotated § 7-86-130 states: Any 911 surcharge revenue collected more than 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 more than its annual fiscal requirements to the emergency communications districts in accordance with policies adopted by the board. The TECB voted to provide 100% of the Section 130 (excess) funds to the districts. This equates to an additional \$2,104,282.00 in revenue for the Shelby County 9-1-1 Emergency Communications District. The district received these funds via ACH Transfer on November 10, 2023.

We also received our Controller subsidy funds due to our ECD having maintained our own 9-1-1 controllers. The State TECB provides reimbursement, and we received a total of \$408,000. The district received these funds via ACH Transfer on November 10, 2023.

Director Chiozza requested a motion to accept the additional funding and amend our FY23-24 budget, revenue line “#3020 TCA Section 7-86-130 Receipts (section 130)” to show the amount displayed as \$2,512,282.00 instead of the current \$1,208,626.

Director Hollaway offered the motion to accept the additional funding and amend our FY23-24 budget, revenue line “#3020 TCA Section 7-86-130 Receipts (section 130)” to show the amount displayed as \$2,512,282.00 instead of the current \$1,208,626.

Director Kneeland seconded the motion to accept the additional funding and amend our FY23-24 budget, revenue line “#3020 TCA Section 7-86-130 Receipts (section 130)” to show the amount displayed as \$2,512,282.00 instead of the current \$1,208,626.

The Board voted 7-0 to accept the additional funding and amend our FY23-24 budget, revenue line “#3020 TCA Section 7-86-130 Receipts (section 130)” to show the amount displayed as \$2,512,282.00 instead of the current \$1,208,626.

Transfer of Funds

As noted in the agenda, on November 14, 2023, I initiated a transfer of funds - Transferred \$1,500,000.00 from the checking account to the Charles Schwab Reserve Fund (building fund).

June 30, 2023 “Draft” Audit Review

Watkins Uiberall does not have the DRAFT version of the June 30, 2023, audit ready for our review at this time. I am hoping it will be ready for acceptance at the full board meeting in February, 2023.

As soon as we receive a DRAFT version I will email it out so board members can look over the draft. 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 Shelby County Government so they can include it in their audit which leaves us little time to review before submittal.



Congratulations to Bartlett Police Dispatcher Supervisor Kelly Chame who recently obtained her NENA ENP Certification. We will have a plaque ready soon.

Director Chiozza concluded his report.

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

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

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

The Board voted 7-0 to accept the Directors Report as presented.

Future Projects:

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

2024 Board Meeting Dates and Conference Dates:

The following dates are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. The dates for 2024 conferences are also shown.

Executive Committee Meeting Dates & Times	9-1-1 Board Meeting Dates & Times
Friday, January 19, 2024, 8:30 a.m.	Thursday, February 1, 2024, 8:30 a.m.
Friday, March 22, 2024, 8:30 a.m.	Wednesday, April 3, 2024, 8:30 a.m.
Friday, May 24, 2024, 8:30 a.m.	Thursday, June 6, 2024, 8:30 a.m.
Friday, July 19, 2024, 8:30 a.m.	Thursday, August 1, 2024, 8:30 a.m.
Friday, September 27, 2024, 8:30 a.m.	Thursday, October 10, 2024, 8:30 a.m.
Friday, November 22, 2024, 8:30 a.m.	Thursday, December 5, 2024, 8:30 a.m.

Conferences for 2024:


Annual Conferences	Location	Dates
NENA	Orlando, Florida	Saturday, June 29 – Wednesday, July 3
APCO	Orlando, Florida	Saturday, Aug. 3 – Wednesday, Aug. 7
TENA	Murfreesboro, TN	Sunday, Sept. 29 – Wednesday, Oct. 2

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 Stanton offered a motion to adjourn the meeting.

Director Hollaway seconded the motion to adjourn the meeting.

The Board voted 7-0 to adjourn the meeting at 9:13 a.m.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager