

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
February 1, 2024

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on February 1, 2024, in person and by electronic means per TCA 8-44-108.

Call to Order

The meeting was called to order by Chair Carter at 8:32 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. A moment of silence was held in remembrance of former Board member Cliff Dates who recently transitioned.

Board Members Present In-Person:

B. Harris, G. Kneeland, P. Carter III, R. Hollaway

Board Members Present Electronically:

B. Kramer, B. Jones, M. Shull E. Stanton, Jr.

Board Members Absent:

A. Washington

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

Additional Attendees:

S. Lovejoy, M. Spencer, J. Hanna, D. Taylor, Keuina Sanders GPD, S. Childress, J. Goodman, K. Chame, C. Golden, Chief Cox, R. Bailey, D. Lewis, R. Stanback, T Burford.

Review and approval of December 7, 2023, Full Board Minutes:

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on December 7, 2023; he then requested a motion to accept the minutes from the full Board meeting.

Director Kneeland offered a motion to accept the minutes from the full Board meeting on December 7, 2023.

Director Hollaway 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 December 7, 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:

- \$ 8.931 million year-to-date revenue,
- \$ 8.637 million total year-to-date expenses,
- \$ 294 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*
\$10.242 million
- *First Horizon Checking Account*
\$ 4.291 million
- *Charles Schwab - Reserve Fund Account*
\$39.334 million total

Director Shull advised that the Charles Schwab and Highland Capital documents are included to reflect account information and concluded the financial report.

- **Audit Report**

Trey Watkins provided an update on the completed FY22-23 audit indicating a clean opinion was issued with no financial statement or internal control findings.

Director Stanton inquired if there was a recommendation in the audit to hire an Accountant.

Mr. Watkins confirmed they had not recommended hiring an Accountant because some work is outsourced to the Marston Group.

Chair Carter thanked Watkins Uiberall for the service they provided.

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

Director Kramer offered a motion to accept the Treasurer's report as presented by Director Shull.

Director Harris seconded the motion to accept the Treasurer's report as presented by Director Shull.

The Board voted 7-0 to accept the Treasurer's 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

Work continues on the new Bartlett PSAP. This week we notified Motorola that we will be ordering 3 new Vesta positions for the new PSAP. After the cut over and move in, we then will relocate 4 existing Vesta positions that will give the PSAP 7 VESTA positions. The furniture consoles will be ordered in the next several weeks.

TECB Finance Committee Meeting

The Tennessee Emergency Communications Board (the Board) will hold a meeting of the Financial Study Committee (the Committee) on February 5, 2024 in Nashville. At this meeting, the Committee will discuss current financial issues pertaining to emergency communications districts and may vote upon recommendations to provide to the Board. No other business of the Board is scheduled.

Budget Line-item Transfers

Director Chiozza requested the following budget line-item transfers:

- Transfer \$300 from line #4244 Public Education to line #4252 Cable/Internet Charges - Admin.
- Transfer \$4,000 from line #4246 Supplies & Materials to line #4249 Uniforms Administrative.

Director Chiozza requested a motion to approve the requested line-item transfers.

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

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

The Board voted 7-0 to approve the requested line-item transfers.

TECB Cybersecurity Enhancement Grant

In May 2023 the State TECB Board voted to provide a designated amount per emergency communications district for reimbursements of seventy-five percent (75%) of ECD expenditures for obtaining **cybersecurity items or services**. Cybersecurity is defined as the protection of computer systems and networks from attack by malicious actors that may result in unauthorized information disclosure, theft of, or damage to hardware, software, or data, as well as from the disruption or misdirection of the services they provide. The Shelby County 9-1-1 ECD could obtain up to \$100,000 reimbursement. Our district sent in documentation showing what we spent the first six months of this fiscal year and were notified on January 22 that we were approved for the full \$100,000 reimbursement.



Congratulations to Bartlett Police Dispatcher Supervisor Kelly Chame who recently obtained her NENA ENP Certification. She was presented with a plaque from the Board of Directors.

Memphis Police Manager Jesse McCord was recognized for completion of the Emergence Program at the Naval Postgraduate School's Center for Homeland Defense and Security.

Julia Goodman was congratulated for her promotion to PSAP Manager at the Bartlett Police Department.

Future Projects:

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

FCC Adopts Location-Based Routing

Timothy Zimmer commented on the importance of this as it provides 9-1-1 voice calls and real-time text messages to be routed based on the location of the caller as opposed to the location of the cell tower that handles the call.

2024 Legislative Bills

Director Chiozza reviewed Senate and House bills pertaining to Emergency Communication Districts. The Board held open discussions regarding content.

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 Harris seconded the motion to accept the Directors Report as presented.

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

Audit Acceptance

Chair Carter requested a motion to accept the FY22-23 audit review as presented by Watkins Uiberall.

Director Hollaway offered the motion to accept the FY22-23 audit review as presented by Watkins Uiberall.

Director Kneeland seconded the motion to accept the FY22-23 audit review as presented by Watkins Uiberall.

The Board voted 7-0 to accept the FY22-23 audit review as presented by Watkins Uiberall.

.

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:

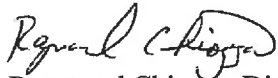
| Annual Conferences | Location | Dates |
|-------------------------------|------------------|---------------------------------------|
| NENA | Orlando, Florida | Saturday, June 29 – Wednesday, July 3 |
| APCO | Orlando, Florida | Saturday, Aug. 3 – Wednesday, Aug. 7 |
| TENA | Murfreesboro, TN | Sunday,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

Manager Michael Spencer reminded everyone of the scheduled TENA Board meeting.


Chair Carter requested a motion to adjourn the meeting.

Director Harris offered a motion to adjourn the meeting.

Director Kneeland seconded the motion to adjourn the meeting.

The Board voted 7-0 to adjourn the meeting at 9:05 a.m.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager