

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
April 3, 2024

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on April 3, 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 8:34 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:

P. Carter III, R. Hollaway, M. Shull, A. Washington

Board Members Present Electronically:

B. Kramer, B. Jones, G. Kneeland, E. Stanton, Jr.

Board Members Absent:

B. Harris, A. Benson

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

Additional Attendees:

S. Lovejoy, K. Johnson, D. Lewis, W. Green, R. Stanback, D. Taylor, S. Childress, M. Mundner, J. Turner, R. Jackson, M. Spencer, R. Bailey.

Review and approval of February 1, 2024, Full Board Minutes:

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on February 1, 2024; 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 February 1, 2024.

Director Washington seconded the motion to accept the minutes from the full Board meeting on February 1, 2024.

The Board voted 7-0 via roll call to accept the minutes from the full Board meeting on February 1, 2024.

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:

- \$ 11.071 million year-to-date revenue,
- \$ 10.209 million year-to-date expenses,
- \$ 862 thousand 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*
\$10.319 million
- *First Horizon Checking Account*
\$ 3.044 million
- *Charles Schwab - Reserve Fund Account*
\$40.730 million total

Director Shull concluded her report after advising that the Charles Schwab and Highland Capital documents are included to reflect account information.

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

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

Director Hollaway 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.

Personnel Committee Report:

Chair Carter advanced the agenda to the next item for consideration: A review of the Personnel Committee Report presented by Director Kneeland.

The Personnel Committee met on March 18, 2024, and with the Executive Committee on March 22, 2024. The following are the recommendations to the full board:

- 5% Increase
Executive Director (Raymond Chiozza), GIS Director (Timothy Zimmer), GIS Engineer (Bruno Blanco-Porras, effective on November 1, 2024), Network Systems Director (Calton Ray), and Network Systems Engineer (Trent Collier).
- Human Resource Company Study
The Committees are recommending the board hire an outside consultant to study, evaluate, and make recommendations for the following positions:
Accounting Manager (Carmen Tyler)
Public Education Coordinator – Mapping (Sue Robinson)

The Board was provided an annual salary consideration chart to review.

- Reclassifying Vacant 9-1-1 Information Lead Position
Director Chiozza advised that during the Personnel Committee meeting, I advised them I would like to reclassify the vacant 9-1-1 Information Lead position to 9-1-1 Technical Implementation Coordinator. We have \$107,625.50 budgeted in the salary category for this position. Adding this position would require adding approximately \$35,699.50 to the annual budget for a salary of \$143,325.00. The salary would be adjusted according to what is approved by Personnel, the Executive committee, and the full board for July 1, 2024. Once this position is filled, the district will have 8 FTE. A job description was provided to the board for review.

Chair Kneeland concluded his report by advising the purpose of the outside consultant was to ensure that the tasks and salaries of all district employees are reflected in both titles and compensation.

Chair Carter requested a motion to accept the Personnel Committee report as presented by Director Kneeland.

Director Washington offered a motion to accept the Personnel Committee report as presented by Director Kneeland.

Director Shull seconded the motion to accept the Personnel Committee report as presented by Director Kneeland.

The Board voted 6-1 to accept the Personnel Committee report as presented by Director Kneeland.

Building Committee Report:

Chair Carter advanced the agenda to the next item for consideration: A review of the Building Committee Report presented by Director Chiozza.

Director Chiozza and Kari Conrad from 4F Design provided a PSAP project schedule for review that included an update on the Bartlett, Germantown, Shelby County Fire, and Shelby County Sheriff's Office PSAPs. The board was also provided with updated information regarding cost estimates.

- **Building Committee Background and Recommendations**

- **Background**

The 9-1-1 District started construction on the Bartlett PSAP first. The project, final budget, and construction company were approved by the Board of Directors and the groundbreaking was held on May 16, 2023. Over the last one to two years, 4FDesign (Fleming) has been working on site plans and drawing schematics for the Germantown PSAP and performing site work for the proposed location for the new Shelby County Sheriff's Office & Shelby County Fire PSAPs.

Multiple soil borings and radar of the proposed foundation area were done at the proposed Shelby County Sheriff's Office & Shelby County Fire PSAP locations to ensure the underground area was appropriate. During this same time, the 9-1-1 District had been working through the necessary legal paperwork to get the Shelby County Commission and Mayor to approve the land for the construction project. The document was signed by Shelby County Mayor Lee Harris in August 2023. This approval gave us the green light to proceed with our plans for the new Shelby County Sheriff's Office & Shelby County Fire PSAP building. I recommend the district proceed with the projects on the following timetable below:

- Seek approval of the full board on the new Germantown PSAP and give the notice to proceed to 4FDesign after the April 2024 Board meeting.
- Provide a notice to proceed with the SCSO/SCFD new PSAP in July 2025 (15 months from now), to 4FDesign, with the understanding they will need one year to finish the design and then issue the bids for construction approximately in January 2026. The estimated construction time is approximately 24 months for completion.

- Time Frame

April 2024 – seek approval to move forward on the new Germantown PSAP (24 months construction time due to electrical equipment).

July 2025 - seek approval to move forward with the new SCSO / SCFD PSAP understanding it will take 4FDesign another 12 months to finish the design work.

July 2026 - issue bids for construction for the new SCSO/SCFD PSAP with the availability of funds. *Per agreement with Shelby County Government, the construction of the initial improvements shall be started on or before April 2028, or at such later date as may be mutually agreed to in writing by the parties.*

This timetable gives the district time to accumulate adequate funds to pay for both projects.

Information was provided to the board reflecting financial accounts and balances, past funding costs for previous PSAP renovations, and current estimates for the Germantown and SCFD/SCSO new PSAPs.

- Recommendation

Director Chiozza advised the Building Committee to recommend to the Executive Committee and full Board that we proceed with the schedule presented. We must have 4FDesign continue working to lower the costs of the SCSO / SCFD PSAP construction project from the initial estimates.

Director Chiozza concluded the building report presented to the full board.

Chair Carter requested a motion to accept the Building Committee report as presented by Director Chiozza.

Director Carter offered a motion to accept the Building Committee report as presented by Director Chiozza.

Director Washington seconded the motion to accept the Building Committee report as presented by Director Chiozza.

The Board voted 7-0 to accept the Building Committee report as presented by Director Chiozza.

Director's 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 advised the following:

New Bartlett PSAP:

Work continues on the new Bartlett PSAP. The revised schedule anticipates the earliest move-in date will be in December 2024. Currently, they are looking for an alternative to the Eaton transfer switch for the electrical room. The transfer switch equipment availability has been pushed back till April 30, 2025.

Connecting to the New AT&T Nationwide ESInet with full I3:

Our district has completed cutting the following PSAPs to the new network:

February 13 – Shelby County Sheriff's Office PSAP
February 13 – Shelby County Fire Department PSAP
March 13 – Germantown PSAP

February 13 – Millington PSAP
February 20 – Bartlett PSAP

This project is part of the State of Tennessee Emergency Communications Board (TECB) Next Generation 911 2.0 Project (NG2): This effort is to connect each PSAP in the state to the AT&T ESInet with redundant fiber paths and a FirstNet wireless backup connection. This has been a major undertaking that Carlton Ray has been working on for the last year and a half to two years involving Motorola, Intrado, AT&T, and the State TECB.

Location-Based Routing:

As of March 19, 2024, T-Mobile announced that Location-Based Routing for all PSAPs in Shelby County has been enabled. With location-based routing, wireless providers that originate 911 calls and text messages use precise information about the location of the wireless caller's device to route 911 calls and text messages to the appropriate PSAP for that location. This technology will provide a more accurate, dispatchable address. T-Mobile and AT&T Mobility are ahead in this effort.

RapidSOS Premium:

In the past year, a premium version of RapidSOS has been released which the district has procured for all of our PSAPs. Carlton Ray has been working on getting this set up for the last few months. At this time all Primary PSAPs now have RapidSOS Premium. Timothy Zimmer has had our local map data from Near Maps included so it can be selected and viewed. This is due to the district having our area flown 3 times a year so the data shown in Near Maps is much more up-to-date than other map information such as ESRI. Secondary PSAPs will be installed very soon.

TECB Cybersecurity Enhancement Grant:

The Shelby County 9-1-1 ECD was approved for a \$100,000 reimbursement through the Cybersecurity Enhancement Grant. We submitted documentation showing expenses for the first six months of this fiscal year and were notified on January 22, 2024, that we were approved for the full \$100,000 reimbursement. These funds were received on March 18, 2024, and I am requesting a motion to accept the funds.

Director Hollaway offered the motion to accept the Cybersecurity Enhancement Grant funds.

Director Shull seconded the motion to accept the Cybersecurity Enhancement Grant funds.

The Board voted 7-0 to accept the Cybersecurity Enhancement Grant funds.

Transfer of Funds:

On February 20, 2024, \$1,000,000.00 was transferred from the checking account to the Charles Schwab Reserve Fund (building fund).

First Reading Proposed FY24-25 Budget:

This is the first reading of the proposed FY24-25 Budget. The second reading will take place at the June 2024 board meeting. A copy of the proposed FY24-25 Budget for the first reading was provided to the board. Director Chiozza advised that there will be some revisions based on votes taken in today's meeting and requested a motion to accept the first reading of the proposed FY24-25 budget.

Director Hollaway offered the motion to accept the first reading of the proposed FY24-25 budget.

Director Shull seconded the motion to accept the first reading of the proposed FY24-25 budget.

The Board voted 7-0 to accept the first reading of the proposed FY24-25 budget.

Future Projects:

A list of future projects was made available to the board for review.

Director Chiozza concluded his report.

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

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

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

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

Chair Carter asked if there was any old or new business.

Sue Robinson reminded everyone to pick up their gifts for Telecommunicator Week.

Manager Michael Spencer thanked the board and staff for all of their support for the PSAPs.

Sean Lovejoy reminded everyone of the Gold Path program available to graduating high school students in the City of Memphis to encourage filling call-taker positions.

Chair Carter requested a motion to adjourn the meeting.

Director Carter offered a motion to adjourn the meeting.

Director Shull seconded the motion to adjourn the meeting.

The Board voted 7-0 to adjourn the meeting at 9:24 a.m.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager