

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
June 6, 2024

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on June 6, 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 8:30 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, B. Harris, Ed Stanton.

Board Members Present Electronically:

A. Benson, R. Hollaway, B. Kramer, B. Jones, G. Kneeland, M. Shull.

Board Members Absent

A. Washington.

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

Additional Attendees:

J Stokes, S. Lovejoy, J. Mc Cord, M. Spencer, C. Wilson, D. Taylor, S. Childress, D. Hooker, Kate Sanderson, Maureen Molder, J. Goodman.

Chair Carter welcomed Chief Alvin Benson to the Board of Directors.

Chair Carter called the public hearing to order at 8:36 am requesting comments from the public on the proposed FY24-25 budget. Hearing none, he closed the public meeting and began the scheduled board meeting.

Review and approval of June 6, 2024, Full Board Minutes:

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on June 6, 2024; he then requested a motion to accept the minutes from the full Board meeting.

Director Kramer offered a motion to accept the minutes from the full Board meeting on June 6, 2024.

Director Harris seconded the motion to accept the minutes from the full Board meeting on June 6, 2024.

The Board voted 8-0 via roll call to accept the minutes from the full Board meeting on June 6, 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:

- \$ 13.210 million year-to-date revenue,
- \$ 13.043 million year-to-date expenses,
- \$ 167 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 June 3, 2024, as follows:

- *Charles Schwab - Working Capital Investment Fund*
\$10.371 million
- *First Horizon Checking Account*
\$ 2.353 million
- *Charles Schwab - Reserve Fund Account*
\$40.940 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 Kneeland seconded the motion to accept the Treasurer's report as presented by Director Shull.

The Board voted 8-0 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 May 23, 2024, to review a study completed by The Guardian Group related to the Accounting Manager and Public Education Coordinator positions. The Executive Committee met on May 24, 2024, and reviewed the study. Drew Hooker presented the findings of the study to the full board.

Chair Carter asked if there were any comments or questions related to the presentation by the Guardian Group. The final recommendations are as follows:

- **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).
- **Title changes**
The Committees are recommending the board change job titles as follows:
Accounting Manager to Finance and Administration Coordinator
Public Education Coordinator to Education and Addressing Coordinator
- **Salary Increase**
The Committees are recommending the following salary increases:
Accounting Mgr. from \$105, 083.75 to \$125,000.00 and Public Education Coordinator from \$98,784.00 to \$110,000.00.
- **Job Description Changes**
The Committees are recommending job description changes to reflect the current responsibilities of the new title changes.

Chair Carter offered a motion to accept the above recommendations as presented to the full board.

Chair Stanton seconded the motion to accept the above recommendations as presented to the full board.

The Board voted 8-0 to accept the above recommendations as presented to the full board.

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 (12 months of photos provided).

Motorola Vesta NXT:

VESTA NXT is a cloud-based version that Motorola has been developing with the district. The Germantown PSAP will be a Beta test site. Once the product is ready the Germantown and Millington PSAPs will have the first installations.

NENA Conference:

The conference will be held from June 29, 2024, through July 3, 2024, in Orlando, FL.

Congratulations:

Congratulations to Carlton and Jasmine Ray on the birth of their son, Carson Ray on May 5, 2024.

Budget Line-item Transfers:

Transfer \$50,000 from line-item 1308 Communications Equipment to line-item 1354 Office Equipment (Capital Projects). This was an emergency purchase to replace our Uninterruptible Power Supply (UPS) in our equipment room for \$86,890.00. We had budgeted \$45,000 but will need an additional \$41,890.00 which requires this budget line-item transfer.

Director Stanton offered the motion to approve the line-item transfer of \$50,000.00.

Director Harris seconded the motion to approve the line-item transfer of \$50,000.00.

The Board voted 8-0 to approve the line-item transfer of \$50,000.00.

New TECB Base Funding – Enactment of SB1975:

The TECB has published new FY25 projected TECB Base Funding for 9-1-1 Districts. Shelby County ECD is projected at \$15,139,106. This new base amount is reflected in the second reading of the budget.

Second Reading Proposed FY24-25 Budget:

A copy of the proposed FY24-25 Budget was provided to the board. Director Chiozza advised there were some updates. He asked if there were any questions.

2024 Legislative Bill Report:

The Legislative session has closed for this year with no bills that affected our ECD this session. We are still keeping updated on the State TECB Finance Committee meetings and what they could recommend to the State 9-1-1 TECB board that would change the distribution formula. The next Tennessee Emergency Communications Board (TECB) meeting is set for Tuesday, June 11 and the Finance Committee is on the agenda. I plan on attending to present on how our district operates.

Future Projects:

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

2024 Board Meeting Dates and Conference Dates:

The following dates in 2024 are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. The dates for the 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 Summit / 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

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 8-0 to accept the Directors Report as presented.

Chair Carter asked if there was any old or new business. He advised that there were Summer programs available for the city youth. Director Harris informed everyone of internships with the Memphis Fire and Police Departments.

Director Stanton inquired about the salary ranges.

Director Harris responded that the salaries for college students ages 18–22 are \$15 per hr. and for ages below 18 is \$12 per hour.

Manager Michael Spencer encouraged everyone to participate in the upcoming TENA conference in September 2024. He mentioned the importance of AI in the communications center and to be aware of solutions that integrate with the current equipment.

Director Chiozza added that Motorola currently uses smart transcription which is AI-based.

Sean Lovejoy reminded everyone of the Gold Path program for 2024 high school graduates which is scheduled to begin at the end of September or early October.

Carter requested a motion to adjourn the meeting.

Director Stanton offered a motion to adjourn the meeting.

Director Harris seconded the motion to adjourn the meeting.

The Board voted 8-0 to adjourn the meeting at 9:12 a.m.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Accounting Manager