

**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**August 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 August 1, 2024, in person and by electronic means per TCA 8-44-108.

**Call to Order**

Chair Carter called the meeting to order at 8:31 a.m. after he began a roll call of the Board members. Finding a quorum present, the meeting commenced.

**Board Members Present In-Person:**

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

**Board Members Present Electronically:**

A. Benson, B. Kramer, B. Jones, G. Kneeland, M. Shull, Ed Stanton

**Board Members Absent**

A. Washington

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

**Additional Attendees:**

S. Lovejoy, J. Kellum, T Burford, J Hanna, S Childress, Becky Parks, C. Smith, J Goodman, G Morrison, R Bailey, R Jackson

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

Director Kneeland 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:

- \$ 15.350 million year-to-date revenue,
- \$ 14.698 million year-to-date expenses,
- \$ 652 thousand year-to-date income.

Director Shull presented a review of the current fiscal year revenue and expenses for the period July 1, 2024, through June 30, 2025, as follows:

- \$0.00 million year-to-date revenue,
- \$ 231 thousand year-to-date expenses,
- \$-231 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 July 31, 2024, as follows:

- *Charles Schwab - Working Capital Investment Fund*  
\$10.468 million
- *First Horizon Checking Account*  
\$ 2.141 million
- *Charles Schwab - Reserve Fund Account*  
\$41.304 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 Hollaway 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.

**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. Obtaining an automatic transfer switch for the generator continues to be an issue, as it will not be available until April 2025. To keep the project moving forward and not delaying by approximately a year, we will procure a temporary ATF for \$25,725. This will allow work to continue inside the new PSAP with a substantial completion date towards the end of November 2024 and about 2 to 3 months to install the technology. Once the technology is installed, personnel can occupy the building. When the transfer switch arrives, installing the transfer switch equipment will take one day, and the PSAP can operate out of the backup PSAP during the installation.

**NENA Conference:**

The NENA conference was a huge success. We saw many exciting things, including Apple announcing that with the release of ISO 18 this fall, the iPhone will let you video call 911. This will allow Apple cell phone users to "share context through streaming video and recorded media." The idea is that dispatchers can request a video link or media from your camera roll to get a better understanding of what's going on and what kind of help you need. All of this is shared through a secure connection.

**Shelby County Sheriff's Office and County Fire New PSAPs:**

On Friday, July 19<sup>th</sup>, we discovered via the Shelby County Sheriff's dispatch that someone had broken ground and was moving dirt on our proposed location for the new Shelby County Sheriff's and Shelby County Fire PSAPs at Nixon and Haley Roads. The next week, we found out the Election Commission was expanding its parking lot into the property set aside by Shelby County for the new PSAPs.

We met with the architects for the parking lot being built on our land for the new SCSO & SCFD PSAP on Thursday, July 24, 2024, at the Election Commission offices on Nixon Rd. After reviewing the proposals, we recommended that their new parking lot be moved to the east side of their building. Shortly after the meeting, once we were outside, we were advised that they would build the parking lot on the west side of Nixon Road, where there is already a temporary gravel parking lot. A link to the land agreement and architectural site plan was provided for review.

**APCO Conference:**

This is a reminder that many of us will be traveling beginning tomorrow (Friday, August 3) to attend the annual Association of Public Communications Officials (APCO) conference in Orlando, Florida. Safe travels for all who are attending.

Budget Line-item Transfers:

Request a motion for the following budget line-item transfers.

**FY23-24 Budget**

Transfer \$50,000 from line #4427 Equipment Comm (Not Cap) to line #4430 Language Interpreting.

Transfer \$1.00 from line #4006.2 911 Info Position to Line # 4002.1 Accounting Manager.

Director Harris offered the motion to approve the above line-item transfers.

Director Stanton seconded the motion to approve the above line-item transfers.

The Board voted 8-0 to approve the above line-item transfers.

June 11, 2024, TECB State 911 Board Meeting:

On June 11, I attended the Tennessee Emergency Communications 911 State Board meeting. I was allowed to speak, and I distributed a prepared report on how our district operates and what funds have been used.

A link was provided to review a copy of the report.

TECB State 911 Finance Committee Meeting:

The Finance Committee meeting scheduled for June 24 was canceled the evening before due to a lack of a quorum. I am waiting for a new date to be scheduled.

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.

<b>Executive Committee Meeting Dates &amp; Times</b>	<b>9-1-1 Board Meeting Dates &amp; Times</b>
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:**

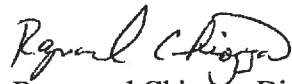
<b>Annual Conferences</b>	<b>Location</b>	<b>Dates</b>
NENA	Orlando, Florida	Saturday, June 29 – Wednesday, July 3
APCO	Orlando, Florida	Saturday, Aug. 3 – Wednesday, Aug. 7
TENA	Murfreesboro, TN	Sunday, Sept. 29 – Wednesday, Oct. 2

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](mailto:rchiozza@shelbycounty911.org)

Director Chiozza concluded his report.

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

Director Hollaway 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 8-0 to accept the Directors Report as presented.

Chair Carter asked if there was any old or new business. Hearing none, he requested a motion to adjourn the meeting.

Director Harris offered a motion to adjourn the meeting.

Director Hollaway seconded the motion to adjourn the meeting.

The Board voted 8-0 to adjourn the meeting at 8:52 a.m.

Approved by:



Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Finance and Administration Coordinator