

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
October 10, 2024

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on October 10, 2024, in person and by electronic means per TCA 8-44-108.

Call to Order

Chair Carter called the meeting to order at 8:33 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, A. Benson

Board Members Present Electronically:

R. Hollaway, B. Kramer, B. Jones, G. Kneeland, Ed Stanton, A. Washington

Board Members Absent

B. Harris, M. Shull

Staff Present: R. Chiozza, T. Collier, C. Ray, S. Robinson, C. Tyler

Additional Attendees:

S. Lovejoy, J. Kellum, M. Spencer, K. Conrad, R. Stanback, S Childress, Rita Stanback, J Goodman, Shelia Hutchins, G. Morrison.

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

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on August 1, 2024; he then requested a motion to accept the minutes from the full Board meeting.

Director Washington offered a motion to accept the minutes from the full Board meeting on August 1, 2024.

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

The Board voted 6-0 via roll call to accept the minutes from the full Board meeting on August 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 Chiozza.

Financial Report

Director Chiozza 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,
- \$14.879 million year-to-date expenses,
- \$ 471 thousand year-to-date income.

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

- \$ 2.52 million year-to-date revenue,
- \$ 3.74 million year-to-date expenses,
- \$-1.22 million year-to-date income.

Fund Balances and Investments

Director Chiozza 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*
\$10.6 million
- *First Horizon Checking Account*
\$ 1.1 million
- *Charles Schwab - Reserve Fund Account*
\$41.9 million total

Director Chiozza concluded his 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 Chiozza.

Director Benson offered a motion to accept the Treasurer's report as presented by Director Chiozza.

Director Kneeland seconded the motion to accept the Treasurer's report as presented by Director Chiozza.

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

The last update is the project should be substantially completed by November 29, 2024. The consoles are set to be delivered and installed on November 19th. Equipment could start being installed on December 1st. The Building Committee met for a tour of the facility on September 18, 2024. Recent photos were provided for review.

APCO Conference:

The APCO conference was a huge success. There were over 5,000 attendees. Many of our attendees saw the new Motorola VEST NXT which is the successor to the Motorola VESTA. Shelby County ECD is a Beta test site during the development of the system being tested at the Germantown PSAP. We plan on deploying this at the Germantown PSAP and the Millington PSAP during the first half of 2025.

TENA Conference:

The TENA conference held in Murfreesboro, TN was a huge success with over six hundred 9-1-1 professionals in attendance. There were several from East Tennessee who were unable to attend due to the devastating floods that occurred prior to the conference.

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

On Monday, September 10, Dennis Lewis SCFD called and advised it looked like they were expanding the parking lot for the election commission onto more of the land we have a contract on with Shelby County Government. Chief Benson checked on the property on September 10th and got them to send us drawings for the parking lot sites. 4FDesigns is reviewing the plans and seeing how our plans will need to be modified if any. At this time we believe we will be OK with our preliminary building plans. The sign below will be placed on the property announcing the future plans.



Director Benson inquired about the order of the construction project for the Germantown PSAP since Shelby County Fire and Police are the second largest PSAP in the county. He requested revisiting the conversation.

Chair Carter responded that the building committee and full board examined funding before deciding to move forward with the Germantown PSAP.

Director Chiozza added that his initial recommendation was to complete the county PSAP first for the following reasons;

- the building was built in 1937,
- second largest PSAP in the county, and are a backup for the City of Memphis in an emergency,
- the proposed law regarding transferring 9-1-1 calls once they are answered

Director Benson asked what reasons were given for the Germantown PSAP construction to begin before the county PSAP.

Director Hollaway agreed with Director Chiozza that the size of the county PSAP provides emergency backup for the City of Memphis. He then recommended moving forward with the county PSAP first, followed by the Germantown PSAP.

Director Kneeland reminded the board that the order was changed due to delays in the soil testing, acquisition of the land, and the long process.

Chair Carter inquired about funding for both projects.

Director Chiozza responded the board could start one project and upon confirmation of funding begin the other project.

Director Stanton agreed with Director Hollaway in prioritizing the county PSAP.

Director Benson made a motion to delay the Germantown PSAP and move forward with the county PSAP.

Director Jones seconded the motion to delay the Germantown PSAP and move forward with the county PSAP.

Director Hollaway further added that although there is reserve funding there are also equipment upgrades and assurances the State doesn't change the funding model.

The Board voted 7-0 to delay the Germantown PSAP and move forward with the county PSAP.

RapidDeploy Training:

On September 23rd we hosted a training session on RapidDeploy at the Memphis Police conference room and on September 24th at the 9-1-1 Admin offices conference room.

NENA 911 Supervisor Training Program:

On September 23rd we hosted a training session on RapidDeploy at the Memphis Police conference room and on September 24th at the 9-1-1 Admin offices conference room.

Shelby County Sheriff's Office CAD Upgrade:

The Shelby County Sheriff's Office PSAP moved to the Motorola CAD Premiere One interim 4.5.3 version on August 27, 2024, with no issues. In mid-November, they plan on moving to version 4.6.15. After this version upgrade, they should be complete with their CAD upgrade.

Budget Line-item Transfers:

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

FY23-24 Budget

Transfer \$1,000 from line #4221 Consulting Services to line #4203 Auditing Services

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

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

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

TECB State 911 Finance Committee Meeting:

I attended the September 17th TECB Finance Committee meeting in Nashville. They advised they want to have a recommendation to present to the TECB Board meeting that will be held on November 6th. The Finance Committee will be meeting again before the state TECB board meeting on November 6th.

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 further added that although the order for construction has changed, once we reach the halfway point and the funds are available, the Germantown construction will begin.

Director Chiozza concluded his report.

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

Director Benson 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.

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 Benson seconded the motion to adjourn the meeting.

The Board voted 7-0 to adjourn the meeting at 9:00 a.m.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Finance and Administration Coordinator