

**SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Board of Directors Meeting Minutes**  
**December 5, 2024**

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on December 5, 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, A. Benson, B. Harris, R. Hollaway, G. Kneeland, M. Shull

**Board Members Present Electronically:**

B. Kramer, B. Jones, Ed Stanton

**Board Members Absent**

A. Washington

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

**Additional Attendees:**

W. Green, Brian Rowell, M. Palazzolo, Sean Lovejoy, E. May, A. Neil, J. Kellum, R. Phillips, M. Spencer, T Simpson, D. Taylor, J. Monie, R. Pierski, A Neebling, K. Conrad, S. Childress, J. Goodman, E Leppinan, ? Valentine, A. Buckner, G Morrison, J McCord, D. Lewis, T Burford, L Ness, M Deathridge, R. Bailey, R. Stanback.

**Review and approval of October 10, 2024, Full Board Minutes:**

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on October 10, 2024; he then requested a motion to accept the minutes from the full Board meeting.

Director Benson offered a motion to accept the minutes from the full Board meeting on October 10, 2024.

Director Shull seconded the motion to accept the minutes from the full Board meeting on October 10, 2024.

The Board voted 7-0 via roll call to accept the minutes from the full Board meeting on October 10, 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.

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:

- \$ 6.29 million year-to-date revenue,
- \$ 5.09 million year-to-date expenses,
- \$ 1.20 million 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 3, 2024, as follows:

- *Charles Schwab - Working Capital Investment Fund*  
\$10.69 million
- *First Horizon Checking Account*  
\$ 3.40 million
- *Charles Schwab - Reserve Fund Account*  
\$42.30 million total

Director Shull 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 Shull.

Director Kneeland 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 Chiozza.

**Ethics Policy in Voting:**

Chair Carter advanced the agenda to the next item for review by Attorney Mike Marshall.

Mike Marshall responded in writing to the question of a conflict of interest in prioritizing the construction of the Shelby County Sheriff's Office PSAP before the Germantown PSAP. The drafted opinion was included in the documents submitted to the board.

Director Chiozza further added the request for the opinion did not come from any PSAP or local government. The request was made by the district for clarification purposes.

**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 Bartlett PSAP is nearing completion. The parking lot asphalt has been poured and all the stripping has been painted. The security fence is 95% installed and they are working on getting the gates installed and operable. Landscaping is in and the site should be completed by the end of the year. On the interior, all the walls are up, sheetrock is installed and walls are painted. The cabinets in the kitchen and restrooms are installed, along with the tile in the restrooms, and plumbing fixtures are installed. The access floor in the Conference room, Dispatch room, and Server room are being installed. Technology is starting to be installed. The dispatch consoles are set to be delivered and installed the week of January 21<sup>st</sup>. The rest of the building furniture is set to be installed after the first of the year as well. Photos are included for your review.

**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. On November 12, 2024, the SCSO took all the Officers' 230 MDTs down and physically touched each one. They completed this by the end of the week.

**TECB Section 130 (Excess) Revenue Distribution:**

Tennessee Code Annotated § 7-86-130 states: Any 911 surcharge revenue collected in excess of the annual fiscal requirements of the board and the mandatory every two (2) months payments to emergency communications districts shall not revert to the general fund. The board shall distribute a minimum of fifty percent (50%) of any revenue collected in excess of its annual fiscal requirements to the emergency communications districts in accordance with policies adopted by the board. The TECB voted to provide 100% of the Section 130 (excess) funds to the districts. This equates to an additional \$1,249,908.00 in revenue for the Shelby County 9-1-1 Emergency Communications District. The district received these funds via ACH Transfer on November 15, 2024.

Director Chiozza requested a motion to accept the additional funding and amend our FY24-25 budget, revenue line "#3020 TCA Section 7-86-130 Receipts (section 130)" to show the amount displayed as \$1,249,908.00 instead of the current \$1,000,000.

Director Kramer offered a motion to accept the additional funding and amend our FY24-25 budget revenue line 3020 to reflect \$1,249,908.00 as requested.

Director Shull seconded the motion to accept the additional funding and amend our FY24-25 budget revenue line 3020 to reflect \$1,249,908.00 as requested.

The Board voted 7-0 to accept the additional funding and amend our FY24-25 budget revenue line 3020 to reflect \$1,249,908.00 as requested

June 30, 2024 "Draft" Audit Review:

Watkins Uiberall does not have the draft version of the June 30, 2024, FY23-24 audit ready for our review at this time. As soon as we receive a draft version, I will email it out so board members can review the draft. If you have any questions please email them back to me ASAP. Remember since this office is a component of Shelby County Government our audit has to be submitted timely to Shelby County Government so they can include it in their audit which leaves us little time to review the draft before submittal. As we did last year the official acceptance was done at the February 9-1-1 board meeting.

Intuit - QuickBooks:

Our QuickBooks financial software has a designated administrator of the system. The former 911 Information position, held by Harold Truebger was the designated administrator for the QuickBooks software with Intuit. To change this, we must send Intuit certain documents and information to verify that we are the owners of our QuickBooks account. One document is a copy of these Board of Directors meeting minutes showing the chairperson's name along with who the newly designated Primary Administrator will be along with a letter from the chairperson (copy included in the documents provided). I am asking for a motion that the newly designated Primary Administrator for our QuickBooks account will be the Executive Director, Raymond Chiozza.

Chair Carter offered the motion to designate Raymond Chiozza as the primary administrator for the QuickBooks account.

Director Shull seconded the motion to designate Raymond Chiozza as the primary administrator for the QuickBooks account.

The Board voted 7-0 to designate Raymond Chiozza as the primary administrator for the QuickBooks account.



**NENA's Center Manager Certification Program (CMCP)**

The following personnel took the NENA CMCP class and successfully passed. We extend our congratulations to each of them and present them a plaque from our board of directors on their continued advancement in their career.

**Bartlett PSAP:**

- |                           |      |
|---------------------------|------|
| 1. Jana Simpson           | CMCP |
| 2. Shayanee Braddock      | CMCP |
| 3. Ashley Case            | CMCP |
| 4. Thomas 'Art' Frederick | CMCP |

**Collierville PSAP:**

- |                    |      |
|--------------------|------|
| 1. Barbara Javer   | CMCP |
| 2. Jessica Kinslow | CMCP |
| 3. Brian Rowell    | CMCP |

**Germantown PSAP:**

- |                             |      |
|-----------------------------|------|
| 1. Amy Neebling             | CMCP |
| 2. Jacquelynne Monie –      | CMCP |
| 3. Rachel Wakefield-Pierski | CMCP |

**Memphis Police PSAP:**

- |                      |      |
|----------------------|------|
| 1. Tarrashea Simpson | CMCP |
| 2. Tracy Burford     | CMCP |
| 3. Erica May         | CMCP |

**Shelby County Fire PSAP:**

- |                    |      |
|--------------------|------|
| 1. Samantha Outlaw | CMCP |
|--------------------|------|

**Shelby County Sheriff's Office PSAP:**

- |                   |      |
|-------------------|------|
| 1. Brandy M. Frye | CMCP |
|-------------------|------|

Congratulations are also in order for the following who completed their NENA Emergency Number Professional certification program.

**Memphis Police PSAP**

1. Andrea Neil – ENP
2. Jesse McCord – ENP



Congratulations are also in order for the following who completed The APCO RPL certification.

**Memphis Police PSAP**

1. Rosalind Phillips – RPL
2. Regina Webster – RPL
3. Jesse McCord – RPL

**9-1-1 Technical Implementation Coordinator:**

The Personnel Committee was recently advised that during the first quarter of the new year, we will begin the process of recruiting for the 9-1-1 Technical Implementation Coordinator position.

**TECB State 911 Finance Committee Meeting October 21, 2024:**

The TECB Financial Study Committee met in Nashville on October 21, 2024. They presented a recommendation that was approved to be presented to the full TECB board on November 6<sup>th</sup> to seek an increase on the 9-1-1 Service Fee from \$1.50 to \$1.86 per month. With this increase, all ECDs would receive an increase in revenue but the 4 largest ECDs, Shelby, Davidson, Knox & Hamilton would have a \$1,000,000 cap placed on them.

**TECB Financial Study Committee**

**Rate Change Distribution Model**

**Estimated Based on \$0.36 Fee Increase**

TCA Section 7-86-303 Additional Receipts	\$36,000,000	100.0%	
Fiscal Distributions	\$27,000,000	75.0%	
TECB Technology Updates	\$3,600,000	10.0%	
District Voluntary Consolidations	\$5,400,000	15.0%	
COUNTY	\$1.86 Service Fee Increase of +	CAP of	Does Not Receive
Davidson	\$2,193,604	\$1,000,000	\$1,193,604
Hamilton	\$1,672,263	\$1,000,000	\$672,263
Knox	\$1,948,782	\$1,000,000	\$948,782
Shelby	\$3,060,967	\$1,000,000	\$2,060,967
Total CAP			\$4,875,616

TCA Section 7-86-303 <u>Additional Receipts</u>	\$36,000,000	100.0%
Fiscal Distributions	\$27,000,000	75.0%
TECB Technology Updates	\$3,600,000	10.0%
District Voluntary Consolidations	\$5,400,000	15.0%

A link to the meeting was provided to the board. Notes from Director Chiozza are as follows:

1. *In Shelby County all local governments maintain their dispatching operations and pay for all personnel and many other costs associated with operating a PSAP as compared to many other ECDs throughout the State where local governments have given the dispatching operation responsibility to the local ECD 9-1-1 District's to operate and fund on a limited revenue source without the ability to increase revenue except through the State Legislature.*
2. *Keep in mind there's an opinion the only way a possible rate increase gets passed through the state legislature is if we take some action to address the funding challenges for smaller districts. Without the support of legislators representing those districts, we likely won't get enough "yes" votes to see an increase in the 9-1-1 Service Fees.*

Information from the TECB Board Meeting on November 6, 2024:

The Financial Study Committee Chair presented the recommendation to the full State 9-1-1 TECB Board during this meeting. A link to the recording was provided to the board.

The State Board decided to hold a public hearing on the issue on Tuesday, December 10 at 9:30 a.m. in Nashville, followed that afternoon by a TECB State Board Meeting.

Keep in mind there's an opinion the only way a possible rate increase gets passed through the state legislature is if we take some action to address the funding challenges for smaller districts. Without the support of a majority of legislators, we likely won't get enough "yes" votes to see an increase in the 9-1-1 Service Fee.

If the state legislature were to approve the 911 Service Fee increase to \$1.86 per month this would provide the Shelby County 9-1-1 Emergency Communications District with an additional \$1,000,000. *(We also would give up \$2,060,967 that the TECB would redistribute along with any other ECD that reached the \$1,000,000 cap to the remaining ECDs throughout the state).*

Future Projects:

A link was provided to the document reflecting future projects.

## **2025 Board Meeting Dates and Conference Dates:**

The following dates in 2025 are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. The dates for the 2025 conferences are also shown.

<b>Executive Committee Meeting Dates &amp; Times</b>	<b>9-1-1 Board Meeting Dates &amp; Times</b>
Friday, January 24, 2025, 8:30 a.m.	Thursday, February 6, 2025, 8:30 a.m.
Friday, March 21, 2025, 8:30 a.m.	Thursday, April 3, 2025, 8:30 a.m.
Friday, May 23, 2025, 8:30 a.m.	Thursday, June 5, 2025, 8:30 a.m.
Friday, July 25, 2025, 8:30 a.m.	Thursday, August 7, 2025, 8:30 a.m.
Friday, September 19, 2025, 8:30 a.m.	Thursday, October 2, 2025, 8:30 a.m.
Friday, November 21, 2025, 8:30 a.m.	Thursday, December 4, 2025, 8:30 a.m.

### **Conferences for 2025:**

<b>Annual Conferences</b>	<b>Location</b>	<b>Dates</b>
NENA	Long Beach, CA	Saturday, June 21 – Thursday, June 26
APCO	Baltimore, MD	Sunday, July 27 – Wednesday, July 30
TENA	Murfreesboro, TN	Sunday, Sept. 28 – Wednesday, Oct. 1

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](mailto:rchiozza@shelbycounty911.org)

Director Chiozza concluded his report.

Chair Carter extended appreciation to all the first responders who received their CMCP, ENP, and RPL certifications.



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 Benson 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 wished everyone a happy and safe holiday season. He then requested a motion to adjourn the meeting.

Director Harris offered a motion to adjourn the meeting.

Director Shull seconded the motion to adjourn the meeting.

The Board voted 8-0 to adjourn the meeting at 9:04 a.m.

Approved by:

  
Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Finance and Administration Coordinator