

SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT
Board of Directors Meeting Minutes
February 6, 2025

The following are the minutes from the Board of Directors meeting of the Shelby County Emergency Communications District ("Shelby County 911") held on February 6, 2025, in person and by electronic means per TCA 8-44-108.

Call to Order

Chair Carter called the meeting to order at 8:30 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, A. Washington

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

Additional Attendees:

S. Lovejoy, T. Burford, V. Partee, G. Wilks, M. Spencer, C. Wilson, Tyler Williams, W. Green, Don Taylor, Rita Stanback, K. Chame, J. Goodman, S. Childress, J. Hanna, R. Bailey, Jesse McCord, Lynn Ness.

Review and approval December 5, 2024, Full Board Minutes:

Chair Carter confirmed everyone had the opportunity to review the minutes from the full Board meeting on December 5, 2024; he then requested a motion to accept the minutes from the full Board meeting.

Director Hollaway offered a motion to accept the minutes from the full Board meeting on December 5, 2024.

Director Harris seconded the motion to accept the minutes from the full Board meeting on December 5, 2024.

The Board voted 7-0 via roll call to accept the minutes from the full Board meeting on December 5, 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:

- \$ 8.81 million year-to-date revenue,
- \$ 7.57 million year-to-date expenses,
- \$ 1.24 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*
\$10.74 million
- *First Horizon Checking Account*
\$ 3.73 million
- *Charles Schwab - Reserve Fund Account*
\$42.51 million total

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

A roll call vote was taken on the Directors report.

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 9-0 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:

June 30, 2024 Audit Review:

Trey Watkins from Watkins Uiberall presented a review of the completed financial audit. An unmodified or clean opinion was issued and no financial statement findings were noted. A copy of the audit was provided to the full board of directors.

Chair Carter requested a motion to accept the presented year-end June 30, 2024 audit.

Director Harris offered a motion to accept the presented year-end June 30, 2024 audit.

Director Benson seconded the motion to accept the presented year-end June 30, 2024 audit.

The board voted 9-0 to accept the presented year-end June 30, 2024 audit.

Bartlett PSAP Update:

- **Exterior Work:** The perimeter fence and security equipment are being installed at pedestrian and vehicle gates, with security installations ongoing throughout the site and building.

- **Interior Work:**

- **Flooring:** Access flooring is complete in the dispatch, server, and conference rooms, with carpet and floor tiles installed.
- **Wall Protection:** Panels are being installed in the corridors and Dispatch room.
- **Cabinets & Appliances:** Kitchen and workroom cabinets are installed, with appliances expected in the coming weeks.
- **Furniture:** Dispatch console installation begins on January 21, with the remaining furniture arriving in the week of January 27.

- **Technology & Wiring:** Server room equipment installation is in progress, and low-voltage wiring is being routed throughout the building.

- **Next Steps:** After the Dispatch Console installation, Technology and Communications equipment installation and relocation from the existing building will begin.

Shelby County Sheriff's & Shelby County Fire PSAP:

4FDesign has submitted the Standard Form of Agreement Between Owner and Architect to the Board's general counsel, Mike Marshall, who is currently reviewing it. The agreement will be finalized soon to begin work on the SCSO/SCFD new PSAP project.

Safe Software FME – Shelby County ECD Success Story:

Safe Software printed a story on the Shelby County 9-1-1 ECD success story using the FME in our GIS department. The FME Platform is the no-code solution that integrates all your data, so it flows effortlessly to wherever you need it, whenever you need it. A link was provided to the article.

9-1-1 Technical Implementation Coordinator:

The Personnel Committee and Board Chair Trey Carter were informed that three candidates interviewed for the 911 Technical Implementation Coordinator role on January 21, 2025. After the interviews, a candidate was selected, and both the Personnel and Executive Committees approved offering the position to Michael Spencer, who accepted the offer.

TECB Board's Distribution Formula Review Meeting:

The TECB Distribution Formula Review Committee met in Nashville on December 20, 2024, where several items were discussed, but no recommendations were made. A follow-up meeting was scheduled for January 21, 2025, and a recommendation was prepared for the State Board meeting on January 22, 2025.

During the State Board meeting on January 22, 2025, the Board voted 5 to 4 to seek an increase in the service fee to \$1.86 per month. This proposal will need to go before the legislature in January 2026.

Regarding the distribution of funds:

- 75% of the new revenue will be allocated to ECDs, with a \$1 million cap per district.
- The distribution breakdown includes:
 - \$38,619,684 in Additional Receipts (100%).
 - \$28,964,763 allocated to Fiscal Distributions (75%).
 - \$3,861,968 for District Consolidations (10%).
 - \$5,792,953 for TECB Technology Updates (15%).

Senate Joint Resolution Bill Filed:

Senate Joint Resolution # SJR0048 by Massey was filed on January 27, 2025. A link was provided to the full board of directors.

Vesta NXT Upgrade:

Carlton continues to work on the VESTA upgrade to VESTA NXT. We have meetings set up in March to review the proposals from Motorola.

Revenue Expenditures:

A graph was provided reflecting the 9-1-1 District revenue allocation for FY23-24. As invoices and reimbursements are processed, they are coded to reflect the specific agency for which the payment is made. This allows the district to visually display how funds are being distributed across various agencies and areas of expenditure.

Future Projects:

A link was provided to the document reflecting future projects.

House Resolution 35

House Resolution 35 included a brief discussion about reclassifying Telecommunicators as First Responders. Further details and information on the matter are expected to be provided later.

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 2025 conferences are also shown.

Executive Committee Meeting Dates & Times	9-1-1 Board Meeting Dates & Times
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:

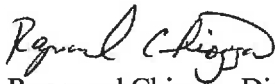
Annual Conferences	Location	Dates
NENA	Long Beach, California	Saturday, June 21 – Thursday, June 26
APCO	Baltimore, Maryland	Saturday, July 26 – Wednesday, July 30
TENA	Murfreesboro, TN	Sunday, Sept. 28 – Wednesday, Oct. 1

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
ESRI Development (GIS)
FirstNet Association
Peak of Data (GIS) Conference

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

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

The Board voted 9-0 to accept the Directors Report as presented.

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

Director Hollaway offered a motion to adjourn the meeting.

Director Harris seconded the motion to adjourn the meeting.

The Board voted 9-0 to adjourn the meeting at 8:54 a.m.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Finance and Administration Coordinator