
SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT

Board of Directors Meeting Minutes

Date: April 3, 2025

Time: 8:30 AM

Board Members In-Person and Electronically: P. Carter III, G. Kneeland, M. Shull, A. Benson, B. Harris, R. Hollaway, B. Kramer, E. Stanton, A. Washington.

Attendees: S. Lovejoy, R. Stanback, D. Taylor, S. Childress, K. Johnson, G. Wilks, V. Partee, J. Goodman, T. Williams, B. Porras, M. Spencer, T. Zimmer, T. Collier, C. Tyler, S. Robinson, R. Chiozza.

Call to Order

The meeting was called to order at 8:30 AM by P. Carter.

Approval of Previous Minutes

The minutes from the previous board meeting held on December 5, 2024, were reviewed and approved as presented by a vote of 8-0.

Financial Report

M. Shull presented a financial overview. The board reviewed income, expenditures, and fund balances. The financial report was approved by a vote of 8-0.

Personnel Committee Report

G. Kneeland advised that the personnel committee met on March 31, 2025, and recommended a 5% salary increase for employees. The salary increase was approved by a vote of 8-0 effective July 1, 2025.

Directors' Report

Director Chiozza delivered the Director's report, summarizing the following:

- **New Bartlett PSAP**

The board discussed the progress of the Public Safety Answering Point (PSAP) in Bartlett. The automatic transfer switch is scheduled to ship on April 30, 2025. A recommendation was made to await the installation and testing of the ATS before moving into the new facility.

- **Shelby County Sheriff's Office / Shelby County Fire PSAP**

An update was given on ongoing efforts with the Shelby County Sheriff's Office and Fire Department regarding PSAP construction. General Counsel Mike Marshall reviewed the Standard Form of Agreement between Owner and Architect forms and returned them with suggestions.

- **Technical Implementation Coordinator**

Michael Spencer began employment with the district on March 1, 2025.

- **Legislative Bills**

The board reviewed current legislative bills HB135 and SJR0048, which could affect operations or funding.

- **Vesta NXT Upgrade**

The board discussed the upgrade to the Vesta NXT system, including projected costs and the implementation timeline. The Millington PSAP will be the first site to undergo installation. Proposals are continuously being reviewed. The board is currently awaiting notification from Motorola regarding the timeline to connect to the State ESINET, which is expected to result in cost savings of approximately \$200,000.

- **First Reading of Budget**

The board conducted the first reading of the proposed FY2025- 26 budget. Revisions and suggestions will be considered ahead of the final reading scheduled for the June board meeting.

- **QuickBooks**

An update was provided on the organization's use of QuickBooks Online for financial tracking. Discussion included current usage, possible enhancements, or transitions.

- **NENA Conference**

The upcoming NENA Conference is scheduled in Long Beach, CA, from June 21st through June 26th.

- **Future Projects**

A list of future projects was provided for review by the board.

The directors' report was approved by a vote of 8-0.

- **Election of Board Officers**

The board held elections for officer positions. The results were as follows:

- Chairperson: Patrick Carter, III
- Vice-Chair: Glen Kneeland
- Treasurer/Secretary: Mendi Shull

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.

| 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, 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

Next Meeting

The next Board of Directors meeting is scheduled for June 5, 2025.

17. Adjournment

The meeting was adjourned at 8:57 AM.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Finance and Administration Coordinator