

---

## **SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT**

### **Board of Directors Meeting Minutes**

**Date:** October 9, 2025

**Time:** 8:30 AM

---

#### **Call to Order**

The meeting was called to order at 8:35 AM by Chair Carter.

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

**Board Members Absent:** M Shull.

**Staff:** T. Zimmer, T. Collier, C. Tyler, R. Chiozza, B. Porras, C. Ray, M. Spencer

**Attendees:** S. Lovejoy, J. McCord, T. Williams, C. Wilson, A. Strickland, R. Pierski, J. Goodman, M. Spencer, L Ness (MCP).

Chair Carter opened the floor for any comments from the public for the board. Hearing none, he advanced the meeting forward.

#### **Approval of Minutes**

The minutes from the previous board meeting held on August 7, 2025, were reviewed and approved as presented by a vote of 7-0.

#### **Financial Report**

Director Chiozza presented a financial overview. The board reviewed income, expenditures, and fund balances for the FY25-26 year. The financial report was approved by a vote of 7-0.

## Directors' Report

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

### Shelby County Sheriff's Office / Shelby County Fire PSAP

Here are some estimated dates for the project:

|                                   |            |         |
|-----------------------------------|------------|---------|
| Signed Standard Form of Agreement | 06-16-2025 |         |
| Schematic Design                  | 7/2025     | 9/2025  |
| Design Development                | 9/2025     | 11/2025 |
| Construction Drawings             | 11/2025    | 3/2026  |
| Bid Process                       | 4/2026     | 5/2026  |
| Building Construction             | 7/2026     | 7/2028  |

The Civil Engineer provided a sketch showing the area recommended for an expanded topo survey on August 25, 2025. Although this area is outside our north boundary, it is needed to assess drainage impacts from the Election Commission Operations expansion. The survey cost is \$2,200, and we have moved forward with the work.

### Vesta NXT Upgrade

The district signed a contract for the upgrade to VESTA NXT for the Millington PSAP. Motorola was in town and made an initial site assessment on September 24, 2025. Other PSAPs will follow the Millington PSAP.

### Collierville Backup PSAP

Work continues on the Collierville Backup PSAP. Much progress is being made to get this site restored from the water damage 2 winters ago.

|                                                                   |              |
|-------------------------------------------------------------------|--------------|
| Total budget for the project:                                     | \$622,000.00 |
| Construction Costs, Furniture Consoles and Change Orders to date: | \$508,704.59 |
| Remaining Costs:                                                  | \$113,295.41 |

In our budget line #4399 we budgeted \$380,000. I want to change this amount by adding another \$200,000 to the overall budget for the Collierville Backup PSAP repairs. We will not need to amend our FY25-26 budget since we have the funds within the budget line to cover this but wanted the board to know and approve.

If approved, the new budget will be as shown below:

| Collierville Backup PSAP Repair Work                | Amt Funded in FY24-25 Budget | Budget Line # |
|-----------------------------------------------------|------------------------------|---------------|
| Construction Costs                                  | \$380,000.00                 | 4399          |
| Dispatch Console Furniture                          | \$170,000.00                 | 4427          |
| Mods needed with new Console Furniture (electrical) | \$35,000.00                  | 4427          |
| Racks in Server Room                                | \$25,000.00                  | 4427          |
| Dispatcher Chairs (Both PSAPs)                      | \$12,000.00                  | 4427          |
| Amended budget by Board 10-09-25                    | \$200,000.00                 | 4399          |
| <b>TOTAL FUNDS AVAILABLE IN BUDGET</b>              | <b>\$822,000.00</b>          |               |

The board voted 7-0 to approve the new budget as presented for the Collierville Backup PSAP repair work.

### **Tennessee Emergency Number Association (TENA) Conference**

Many of us attended the TENA Conference that was held September 28 – October 1, 2025.

### **Fire Museum of Memphis**

During the June 6, 2025, board meeting the Board approved \$70,000 for work on the videos associated with the Emergency Ops simulator exhibit at the Fire Museum of Memphis. Since this time the Manager of Operations for the Fire Museum advises they only want to replace the two computers that drive these videos and possibly one or two UPS devices. They believe this is all they need at this time of the funds approved by the 9-1-1 board. I estimate this to be around \$10,000 to \$12,000.

### **9-1-1 Board Committee Appointments**

Chair Carter has received recommendations for the following committees due to Bruce Kramer's resignation. These appointments run through February 2027.

#### **Building Committee:**

Rex Hollaway-Chair, Ed Stanton Jr., Alvin Benson to replace Bruce Kramer.

#### **Personnel Committee:**

Glen Kneeland-Chair (*Vice Chair automatic*), Alfred Washington, Ed Stanton Jr. to replace Bruce Kramer.

The Chair is also appointing members to the Technical Committee, of which staff has requested be reactivated. We anticipate that the committee may be needed in the near future and are therefore proceeding with assigning members at this time.

#### **Technical Committee:**

Rex Hollaway, Glenn Kneeland, Alfred Washington

**Less is More Act Update (meeting via electronic means)**

09-28-25: The following is from an email from our Lobbyist Brad Lampley:

Gentlemen, good afternoon. Just had a really good discussion with one of the governor's top policy officials, who had been credited with taking the lead on the less is more act. First and foremost, he said that he was actually not the lead on the act that gave me the name of the staffer who was, but made it very clear that the intention behind the act was not to allow for fewer virtual meetings, but instead to allow more, to save money and be more efficient. He also acted surprised that because the provision dealing with emergency districts was taken out that there would somehow be a feeling that emergency district should be meeting in person – which was where I was hoping he would go. He seemed very amenable to a cleanup bill that included emergency districts in the law. In my experience, the best thing to do is not exactly throw a parade just yet, as sometimes things change for one reason or another, but did I get a chance to give all the points that you all had given me about it being a volunteer board, makes it much easier to have people participate and be present, etc. He didn't push back on any of that.

I'm going to reach out to the staffer that he referred me to, but again, it was very encouraging for an initial conversation. More later.

**Congratulations to Sue Robinson**

September 26, 2025, marked a remarkable milestone - 38 years of dedicated service by Sue Robinson with the Shelby County 9-1-1 Emergency Communications District. Over nearly four decades, Sue's commitment has played a critical role in the growth, stability, and trust that our community places in the 9-1-1 District. On behalf of the district, we extend our deepest gratitude to Sue Robinson for her service, professionalism, and dedication.

**Future Projects**

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

## 2025 Board Meeting Dates and Conference Dates:

The following dates in 2025 are set for the Executive Committee and full Board meetings. The dates for the 2025 conferences are also shown.

| Executive Committee Meeting<br>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<br>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 of 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

The Director concluded his report, and the board approved the report by a vote of 7-0.

## Adjournment

Chair Carter asked if there was any old or new business. Hearing none, the meeting was adjourned at 9:08 AM.

Approved by:



Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Finance and Administration Coordinator