
SHELBY COUNTY EMERGENCY COMMUNICATIONS DISTRICT

Board of Directors Meeting Minutes

Date: December 4, 2025

Time: 8:30 AM

Call to Order

The meeting was called to order at 8:31 a.m. by Chair Carter.

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

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

Attendees: M. Marshall, S. Lovejoy, Major Adam Merritt, Hope Lloyd, A. Strickland, Colin Burross, Rachel Pierski, D. Taylor, J. Hanna, T. Williams, Kari Conrad, Rita Stanback, Tyler Williams, J. Goodman, J. McCord. 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 October 9, 2025, were reviewed and approved as presented by a vote of 8-0.

Financial Report

Director Shull 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 8-0.

Directors' Report

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

Shelby County Sheriff's Office / Shelby County Fire PSAP

Work continues on this project. Legal Counsel has drawn up an agreement working with 4FDesign for an "Agreement for Construction Cost Estimation Services" for this facility with Barnes & Brower, Inc. The Owner shall pay the Estimator a fee of \$2,000 per review performed and no more than a total of \$10,000.00 for the Services. Below are some estimated dates for the project:

Signed Standard Form of Agreement Signed:	06-16-2025	
Schematic Design	07/2025	09/2025
Design Development	09/2025	11/2025
Construction Drawings	11/2025	03/2026
Bid Process	04/2026	05/2026
Building Construction	07/2026	07/2028

Bartlett New PSAP Construction Project

All payments related to the construction project have been fully satisfied. The final application payment representing the retainage, totaling \$407,467.76, was invoiced on September 30, 2025.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$ 8,817,207.00
2. NET CHANGE BY CHANGE ORDERS	\$ -667,851.73
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 8,149,355.27
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 8,149,355.27

The total cost to build, including all other related items, was \$8,980,905.68.

Collierville Backup PSAP

Work continues on the Collierville Backup PSAP, with steady progress toward restoring the site following water damage from two winters ago. Dispatch furniture consoles are on order and expected to arrive by February 10, 2026. Based on the construction schedule provided to the Board, project completion is anticipated in February 2026.

Number of 9-1-1 Calls to Memphis Police PSAP for October & November

After returning from the TENA conference, we noticed a lower-than-usual number of calls at the MPD PSAP. Although a recent VESTA upgrade initially raised concerns, the system was found to be working properly. The decrease was due to fewer 9-1-1 calls being routed to the Memphis Primary PSAP. The chart below, provided to Board members, shows total October call volumes from 2021 to 2025, with the bright red line representing the average from 2021 to 2024.

TECB Section 130 (Excess) Revenue Distribution

The Shelby County 911 Emergency Communications District will receive an additional \$528,141.00 in revenue. The district received these funds via ACH Transfer on November 24, 2025. Director Chiozza requested a motion to accept the additional funding and to amend the FY25-26 budget revenue line 3020 to reflect the additional funding.

The Board voted 8-0 to accept the additional funding and to amend the current fiscal year budget.

Boardroom Chairs

We have completed the replacement of all Boardroom chairs. The previous chairs served us well for the past 16½ years. Thank you to our staff for assembling the bases, seats, and arms.

Less Is More Act Update

Brad Lampley spoke with the Governor's office, confirming there was no intent to restrict virtual meetings for Emergency Communications Districts; the Act's language is simply outdated and likely redundant. The office has no opinion on how meetings are conducted and would not oppose a small "cleanup bill" to allow virtual meetings explicitly. The Governor's office would not oppose a small "cleanup bill" to clarify virtual meeting authority. Our attorney is preparing such a bill for the next legislative session.

Tennessee Emergency Number Association (TENA)

At the November TENA meeting, the State 9-1-1 Director confirmed that the Direct Dispatch bill will be filed again in the upcoming January legislative session.

FY25-26 Budget

Director Chiozza requested a budget line-item transfer of \$32,000 from line-item 1304 (Capital Assets Being Depreciated) to line-item 4427 (Equipment).

The Board voted 8-0 to approve the requested line-item transfer.

Memphis Police and Fire Backup PSAP at 201 Poplar

We received a February 5, 2025, letter advising the City of Memphis to vacate offices at 201 Poplar, including the backup PSAP, within eleven months. This PSAP is critical, handling backup operations for Memphis Police and Fire, which process about 90% of Shelby County 9-1-1 calls.

A TEAMS meeting on November 17, 2025, with city and district leadership, confirmed that relocating the PSAP temporarily is cost-prohibitive. The consensus is to pursue a capital improvements project (\$5M/year for 4 years), with the district potentially contributing \$10–\$12M. COO Adams will coordinate with the County on current space payments and alternate arrangements; the district will update the board as plans progress.

The following are my thoughts on a project of this scope involving the district:

1. The 9-1-1 District is currently funding the construction of an *estimated* \$27-to-\$28 million-dollar PSAP for SCSO & SCFD.
2. The SCSO & SCFD PSAP building and the property will be owned by Shelby County Government and maintained by SCSO, SCFD & Shelby County Government. The only equipment the district owns is the Motorola Vesta servers, call-taking, and all associated hardware that makes it possible to deliver 9-1-1 calls to the PSAP.
3. Per agreement with Shelby County Government, the 9-1-1 District has to start construction of the new PSAP 2028.
4. The district / City will need to ask the Shelby County Mayor to allow us to build a City of Memphis Police & Fire PSAP on the same land (campus).
5. The Memphis PSAP building, landscape, and parking area would be owned and maintained by the City of Memphis.
6. The Property (land) on which the building is built would still be owned by Shelby County Government.
7. City of Memphis agrees that the only use of the building during its lifetime would be for emergency public safety services/uses.
8. The building could never be sold by the City of Memphis since the land/property on which the building sits is owned by the Shelby County Government.
9. The district's legal counsel would need to draw up documents to ensure the district receives reimbursement payments from the City of Memphis in full by the time the building is turned over to the City of Memphis and occupied.

10. Having the two largest PSAPs in Shelby County on the same land campus has some advantages. Such as sharing the necessary infrastructure required for a PSAP. 9-1-1 fiber and circuits, radio connectivity, and tower or microwave for radio, and possible use of spare space in both buildings for use by the other in case of a failure within one of the buildings.
11. The City of Memphis agrees to keep the current MPD and MFD PSAPs located on the second floor in Armour Center at 79 Flicker Street intact and ready to use as an Alternate (backup) PSAP. The space cannot be used by others. It must stay as a PSAP.

We recognize this is a fast-moving issue. Upon receiving the letter indicating the PSAP must vacate by January 2026, we knew immediate action was required to protect 9-1-1 call operations and the VESTA network for the City of Memphis. During the Executive Committee meeting, the committee recommended placing this item on the full board agenda for discussion. Financial details will be presented at the board meeting; the district can likely contribute \$12 million, with the City funding \$20 million or more.

A proposed site for the relocation of the Memphis Police and Fire back up by 4F Design is the new construction site for the Shelby County Sheriff's Office and Shelby County Fire PSAP location. Permission would need to be granted by the Shelby County Mayor to proceed with construction for the Memphis Police and Memphis Fire Department backup PSAP. In the proposal, as it relates to the Memphis PSAP building, the landscape, parking & building would be owned and maintained by the City of Memphis. The property would remain owned by Shelby County.

A brief discussion took place regarding the following:

- A construction easement and release,
- Does this affect other current construction projects financially

Information was provided regarding operating funds and estimated costs for the new Shelby County Sheriff's and Shelby County Fire PSAP, as well as a graph reflecting district expenses for FY 24-25 and an overview of expenses for FY 20-25.

A resolution was read by Chair Carter regarding moving forward with the proposed site for the construction of the Memphis Police and the Memphis Fire Department alternate back-up PSAP. Chair Carter requested a motion to approve the resolution as read.

The board voted 8-0 to approve the resolution as read.

June 30, 2025, Draft Audit Review

Watkins Uiberall provided the draft of the June 30, 2025, audit. Prepaid expenses—where invoices cross fiscal years—are expected to be noted, and the district is working to minimize these going forward. Links to the audit, governance letter, communication of management comments, and management's corrective action plan were included in the documents provided to the board.

VESTA NXT Upgrade Project

On November 14, hardware and software for the Millington PSAP VESTA NXT project were shipped.

High-Level Project Overview:

- Phase 1 – Initiation & Discovery: Cloud kickoff, RFI forms, data collection, technical requirements, GIS layers, and user list verification.
- Phase 2 – Implementation & Deployment: Radius/Rave setup, application configuration, testing.
- Phase 3 – Training: Online/virtual Radius and Rave instructor-led sessions.
- Phase 4 – Go-Live: VESTA NXT activation.
- Phase 5 – Change Management: Ongoing support.

Timeline:

- Radius current configurations verification: 1–2 weeks
- Rave features (Panic Button, Smart 911, Facility 911): 1–2 weeks
- Rave Alert/Rave Collaborate: 4–8 weeks
- Radius Plus (Transcription, Translation, Keyword, Real-Time Summarization): Q1

Future Projects

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

2026 Board Meeting Dates and Conference Dates:

The following dates in 2026 are set for the Executive Committee meetings and full Board meetings for the Shelby County 9-1-1 District. The dates for the 2026 conferences are also shown.

Executive Committee Meeting Dates & Times	9-1-1 Board Meeting Dates & Times
Friday, January 23, 2026, 8:30 a.m.	Thursday, February 5, 2026, 8:30 a.m.
Friday, March 20, 2026, 8:30 a.m.	Thursday, April 2, 2026, 8:30 a.m.
Friday, May 22, 2026, 8:30 a.m.	Thursday, June 4, 2026, 8:30 a.m.
Thursday, July 30, 2026, 8:30 a.m. APCO	Thursday, August 13, 2026, 8:30 a.m. APCO
Friday, September 18, 2026, 8:30 a.m.	Thursday, October 1, 2026, 8:30 a.m.
Friday, November 20, 2026, 8:30 a.m.	Thursday, December 3, 2026, 8:30 a.m.

Conferences for 2026:

Annual Conferences	Location	Dates
NENA	Columbus, Ohio	Saturday, June 27 – Thursday, July 2
APCO	San Antonio, TX	Saturday, August 1 – Thursday, August 6
TENA	Murfreesboro, TN	Sunday, September 20 – Wednesday, September 23

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 Summit

ESRI Users Conference

ESRI Development (GIS)

FirstNet Association

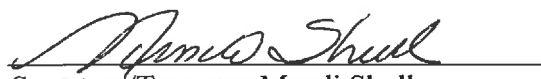
Peak of Data (GIS) Conference

The Director concluded his report, and the board approved the report by a vote of 8-0.

Adjournment

Chair Carter asked if there was any old or new business. Hearing none, the meeting was adjourned at 9:37 AM.

Approved by:


Secretary/Treasurer Mendi Shull

Minutes transcribed by Carmen Tyler, Finance and Administration Coordinator