TN Department of Commerce & Insurance

APPROVED & ADOPTED BY TECB AT THE TECB MEETING ON MAY 7, 2025.

Meeting Minutes
Tennessee Emergency Communications Board
March 19, 2025

The Tennessee Emergency Communications Board ("TECB") convened a meeting on Thursday March 19, 2025, at 9:30 a.m. in Conference Room 1-A of Davy Crockett Tower in Nashville, TN with a quorum of members in person.

Director Sutton called the meeting to order.

- The following member(s) attended the meeting physically:
  - Brad Anders
  - Greg Cothron
  - Hon. Gary Davis
  - Hon. Blake Lay
  - Phillip Noel
  - Eric Ritzman
  - Crystal Yokley
- The following member(s) attended the meeting electronically:
  - Kristy Meggs
  - Jennifer White

A quorum being present, Director Sutton commenced the meeting.

I. Comment Period

- No member of the public requested to provide or provided any public comment.

II. Approval of Minutes

The minutes of the Board's January 22, 2025, meeting were presented and reviewed. Mayor Lay moved to approve the minutes. Member Noel seconded the motion. The Board members present voted unanimously via roll call vote to adopt and approve the minutes.

III. New Business

A. Johnson County Audit Delinquency

At the last meeting Chairman Anders requested a representative of Johnson County ECD appear at the next TECB meeting to explain the district's delinquency of its FY23 and FY24 audits. Notice was sent to Director Kevin Colson, who agreed to appear at the meeting. Director Colson provided a written response and appeared before the Board to discuss his efforts to obtain the past due audits and that the district was about to enter into a contract to get the 2023 and 2024 audits completed. Chairman Anders asked that staff to provide an update on this issue at the May meeting.

Board Motion: No Board action taken.

B. Policy 5 Amendment

Policy No. 5 requires ECDs to provide the Board with the names and addresses of all board members and notify the Board of any changes or vacancies. Staff only occasionally receives updates from districts when they have a change in board members and has been relying on audit reports for district board member information. This topic was raised during our sunset audit. Staff believes the Board only needs contact information for the director and chair of each district. A proposed amended policy was provided to the Board for review and discussion.

Board Motion: Mayor Lay moved to approve and adopt amended Policy 5. Mayor Davis seconded the motion. The Board members present voted unanimously via roll call vote to adopt and approve the minutes.

C. Policy 10 Efficacy

Tenn. Code Ann. § 7-86-105(b)(7) states, "It is the public policy of this state to encourage the consolidation of emergency communications operations in order to provide the best possible technology and service to all areas of the state in the most economical and efficient manner possible."

From 2005 to June 2024, the Board's policy was to pay $150,000 for each ECD consolidating with another ECD, up to a maximum of 3 ECDs. On June 11, 2024, the Board adopted the Policy Advisory Committee recommendation that the board increase this amount to $250,000 per ECD, up to 3 ECDs, and provide $150,000 for each public safety answering point ("PSAP") that consolidates with another PSAP, up to a maximum of three (3) PSAPs.

In conjunction with the Board's action to increase the 9-1-1 surcharge, the Board amended its Sec. 130 policy (Policy No. 15) to set aside $5.4 million for voluntary consolidations. This potential dedicated fund calls for a review of the efficacy of Policy 10.

The Board discussed Policy 10 and potential ways to expand it. Chairman Anders asked Board staff to reach out to potentially interested districts and obtain more information as to what the true needs and costs would be in order to initiate their consolidation efforts. Board Staff will bring additional details to the May meeting.

Board Motion: No Board action taken.

D. Long-Term Planning Committee

Chairman Anders proposed to repurpose the Distribution Formula Review Committee to look at long-term planning for the Board for the next 5+ years. Chairman Anders asked Board staff to solicit a replacement member for the Committee due to a resignation. Board Staff will bring details of any interested applicants to the May Meeting.

Board Motion: No Board action taken.

IV. Staff Reports

A. Report of the Executive Director

i. TECB Staff Activities

Since the last meeting, Jennifer Schwendimann and I attended and spoke at the 9-1-1 Winter Workshop. Jennifer, Benjamin Glover, and I also spoke at the 911 Directors' Association conference on February 19th. Since State offices were closed due to inclement weather, we attended virtually. I participated in the Upper Cumberland 911 Director's meeting on February 25th, and Jennifer attended 911 Goes to Washington.

We have issued an RFI for our next NG911 project and held a premeeting with several potential vendors, which was conducted by Central Procurement. We are working on the RFP with our consultants, Mission Critical Partners.

ii. Cybersecurity Grant Update

Executed 2023 DGAs: 99
Outstanding 2023 DGAs: 1 (Franklin)
Executed 2024 DGA Amendments: 99
Outstanding 2024 DGA Amendments: 1 (Franklin)

Submitted reimbursement requests: 53 (each ECD may submit requests until their $ is gone)
Issued Reimbursements: 51
Total Amount of grant funds distributed: $ 792,014.23
Remaining balance of grant funds: $ 4,707,985.77

iii. One-Page Information Sheets

At the end of the packet are the updated one-page information sheets, which will be added to our website. The one-page information sheets are generally updated quarterly prior to each Board meeting to reflect the status of our ongoing projects. We encourage the 9-1-1 community to review and utilize these information sheets.

B. Report of the Fiscal Director

i. TECB 2025 Financial Update

For the period July 1, 2024, through January 31, 2025, expenditures of $85,904,474.67 and revenues of $76,876,931.90 were recorded.

A comparison schedule of the financial status through the same period last fiscal year was included in your packet. Major highlights to note are:

1. Salaries and benefits increased because of state changes.

2. Travel costs increased because of staff attendance at out-of-state national conferences.

3. The Professional Services increase includes more use of consultants and a $133,000 FY2024 cost that was not recognized and billed in that fiscal year.

4. Grants and Subsidies expenditures decreased by $120,000 mainly because distributions reflect a change in base funding law, with a shift from annual payments to bi-monthly payments. Expect increases for the remaining months of the fiscal year.

5. Computer Related Items - $735,000 non-recurring special construction charges compared to $441,000 in FY2024.

6. State Services – increase mainly for the TECB's share of Vexcel Wide Area Imagery with Sanborn Map Company of about $245,000 not paid in 2024.

7. Revenue surcharge collections are up about 2%.

ii. Fund Balance

Department of Finance and Administration staff calculated the FY2024 ending fund balance to be $44,837,131.76 on September 23, 2024. Calculations of the fund balance start with this amount. The amount of cash in the Emergency Communications Fund changes with daily transactions, and on March 10, 2025, the calculated amount was $27,223,463.55.

iii. District Financial Status

i. District Financial Status

As of March 11, 2025, there are 84 FY2024 audits on file with the Comptroller of the Treasury and eight (8) of them report negative changes in net position. Two (2) have a third year of negative change and the other six (6) have their first year of negative change. The two districts with three consecutive years of negative change have depreciation expense greater than the negative change in all three years and are therefore not considered as financially distressed in accordance with TCA 7-86-305(c). Policy 6 activities are being followed.

Stewart, Unicoi, Warren, and Williamson were notified of TECB offer to assist.

The following do not have FY2024 audit on file:

Bledsoe	Campbell	Cheatham	Claiborne
Cocke	Coffee	Cumberland	
Jackson	Johnson	Lauderdale	
Monroe	Overton	Sequatchie	Smith
Unicoi	Van Buren		

V. <u>Vendor Reports</u>

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A. MCP Report

MCP provided an update on Text-To-911 and GIS match rate project.

B. AT&T Updates

AT&T Provided a report on its progress with NG911 2.0 and that presentation is appended to these minutes.

VI. Adjourn

Date for Next Scheduled Meeting May 7, 2025 at 9:30 a.m. Central Time.

APPENDICES:

- **Appendix A:** Board Packet for March 19, 2025 Meeting
- **Appendix B:** Motion and Vote Tracker for March 19, 2025 Meeting